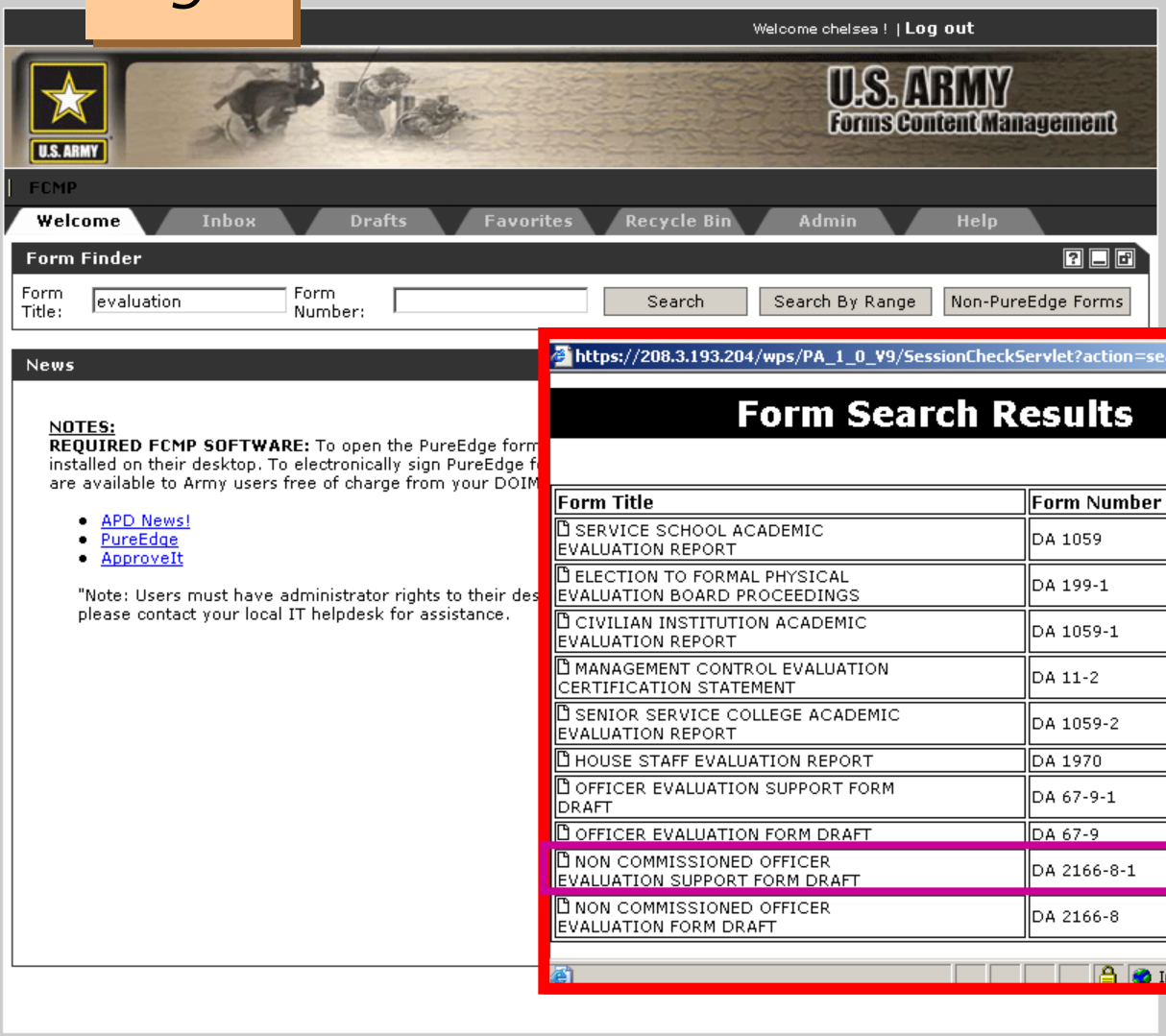
Electronic Military Evaluations: Training Package

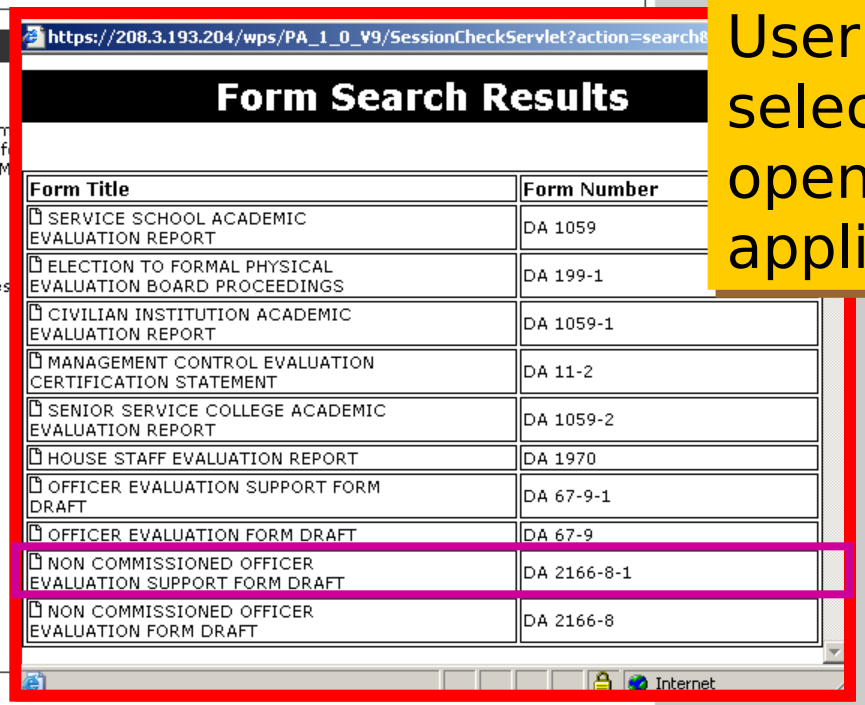
Section 5: FCMP Evaluation Forms

Training Modules:

Section 1: Overview
Section 2: Changes in Evaluation Policy
Section 3: Changes in Evaluation Processing
Section 4: FCMP Portal Functions
Section 5: FCMP Evaluation Forms
Section 6: What does this version NOT have?
Section 7: Special issues
Section 8: Things to think about for a unit SOP/unit user manual
Section 9: AKO “My Forms” & Daily Business

Section 5





Form Finder Search produces list of forms that meet search criteria; User clicks on selected form to open form application

Section 5

NCO EVALUATION FORM
DA FORM 2166-8

U.S.ARMY

NCOER e-Form Choices

NOTE: Once you select a particular format, you will not be able to change it.

☒ Complete NCOER form using wizard format.

Wizard Features:
Regulation-based guidance leads user through the NCOER step-be step
Speeds completion of the form by pulling data from Army database and NCOER Support Form
Checks certain fields for accuracy
Facilitates DA processing by reducing common errors

☐ Complete NCOER form without using wizard format.

View Form Features:
Functions similar to FormFlow
Disables all Wizard features

Wizard or non-wizard? Wizard give you processing rules & additional support.

Next

https://myforms.army-fcmp.net/wps/PA_1_0_CH/DownloadFormServlet?field.formtype=TF%202166-8&fiel - Microsoft Internet Explorer p

100%

U.S.ARMY

NCO EVALUATION FORM
DA FORM 2166-8

You have selected to create an NCOER form using the wizard. If this is correct, select the component the Soldier belongs to and click the Next button to continue. If this is not correct select the Previous button to try again.

Which component does the Rated Soldier belong to?

Component

USAR

Status Code

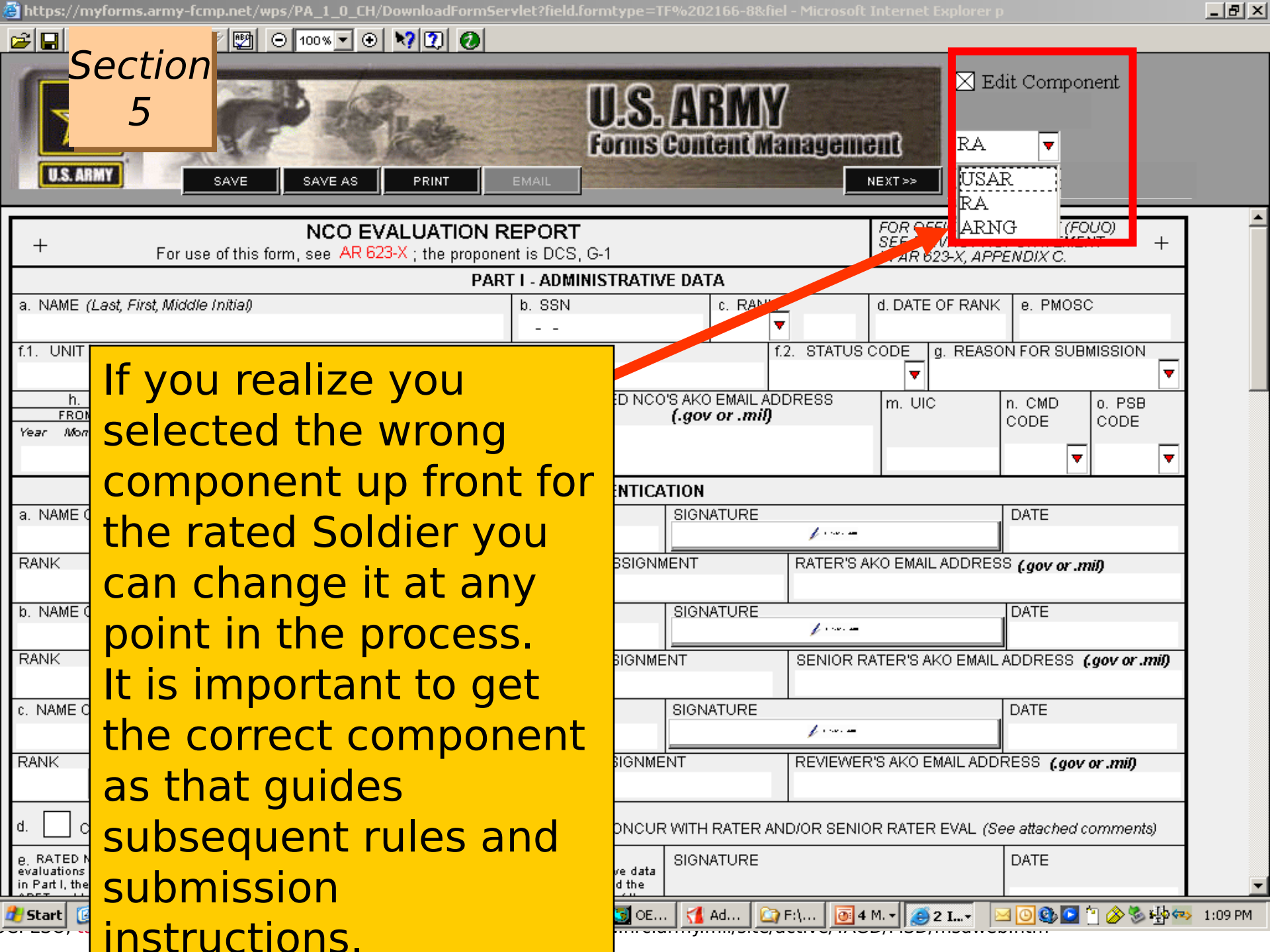
IRR - Individual Ready Reserve
IMA - Individual Mobilization Augmentee
DIMA - Drilling Individual Mobilization Augmentee
TPU - Troop Program Unit
EAD - Extended Active Duty
AGR - Active Guard Reserve
MOB - Mobilized Soldier
TTAD - Temporary Tour Active Duty

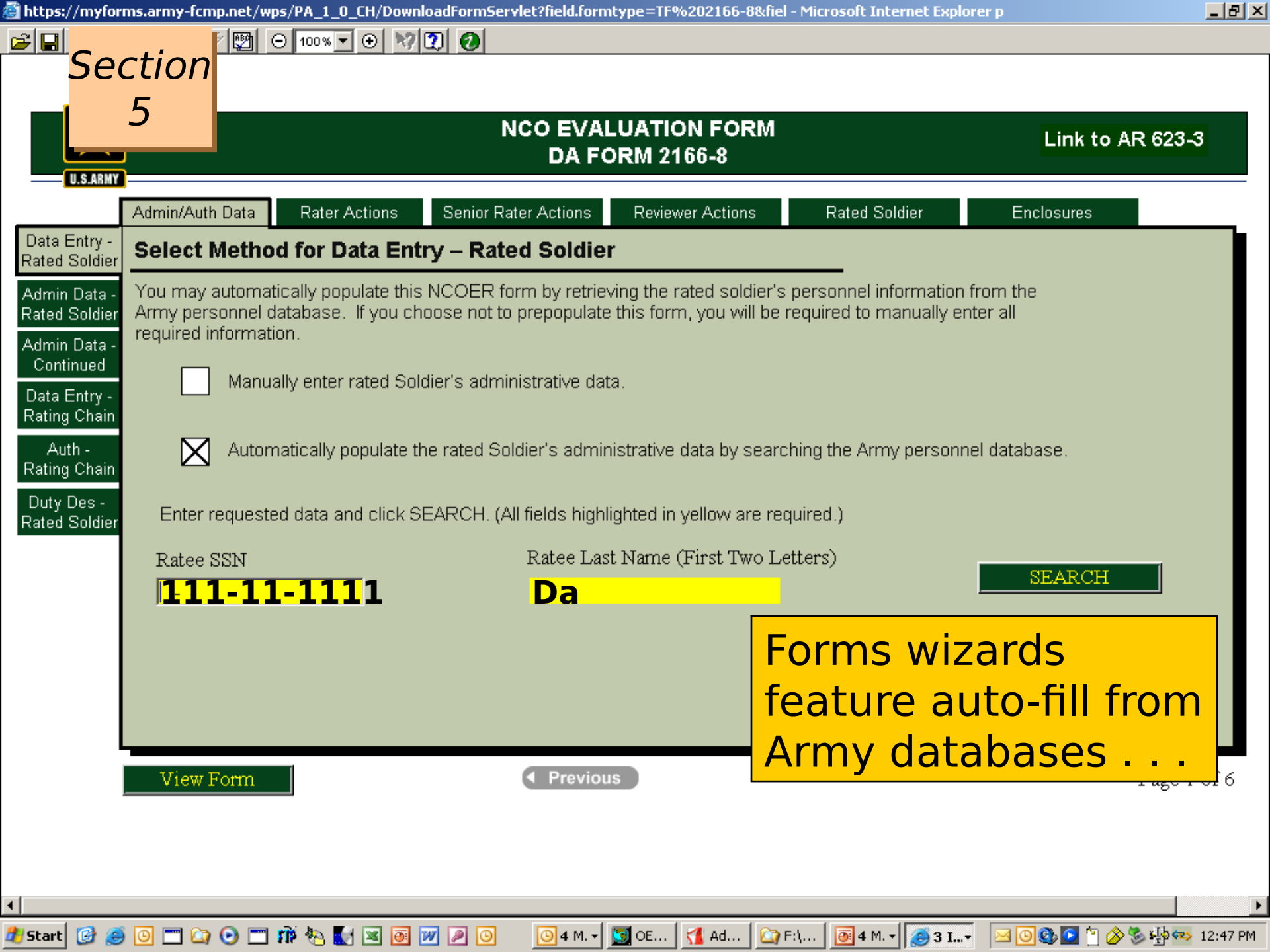
Previous

Answers to this question guides subsequent rules and processes …

The component for evaluations is established by where the Soldier gets promoted.

Start 4 M... OE... Ad... F:\... 4 M... 3 I... 1:02 PM


Section 5
U.S. ARMY
Forms Content Management
SAVE
SAVE AS
PRINT
EMAIL
NEXT >>
Edit Component
RA
USAR
RA
ARNG
NCO EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent is DCS, G-1
PART I - ADMINISTRATIVE DATA
a. NAME (Last, First, Middle Initial)
b. SSN
d. DATE OF RANK
e. PMOSC
f.2. STATUS CODE
g. REASON FOR SUBMISSION
m. UIC
n. CMD CODE
o. PSB CODE
SIGNATURE
DATE
RATER'S AKO EMAIL ADDRESS (.gov or .mil)
SENIOR RATER'S AKO EMAIL ADDRESS (.gov or .mil)
REVIEWER'S AKO EMAIL ADDRESS (.gov or .mil)
If you realize you selected the wrong component up front for the rated Soldier you can change it at any point in the process. It is important to get the correct component as that guides subsequent rules and submission instructions.


https://myforms.army-fcmp.net/wps/PA_1_0_CH/DownloadFormServlet?field.formtype=TF%202166-8&fiel - Microsoft Internet Explorer p
Section 5
NCO EVALUATION FORM
DA FORM 2166-8
Link to AR 623-3
U.S.ARMY
Admin/Auth Data
Rater Actions
Senior Rater Actions
Reviewer Actions
Rated Soldier
Enclosures
Data Entry - Rated Soldier
Admin Data - Rated Soldier
Admin Data - Continued
Data Entry - Rating Chain
Auth - Rating Chain
Duty Des - Rated Soldier
Select Method for Data Entry – Rated Soldier
You may automatically populate this NCOER form by retrieving the rated soldier's personnel information from the Army personnel database. If you choose not to prepopulate this form, you will be required to manually enter all required information.
Manually enter rated Soldier's administrative data.
Automatically populate the rated Soldier's administrative data by searching the Army personnel database.
Enter requested data and click SEARCH. (All fields highlighted in yellow are required.)
Ratee SSN
111-11-1111
Ratee Last Name (First Two Letters)
Da
SEARCH
Forms wizards feature auto-fill from Army databases . . .
View Form
Previous
Page 1 of 6

Section 5

RATED SOLDIER: DAILEY, PETER M.

NCO EVALUATION FORM
DA FORM 2166-8

Link to AR 623-3

U.S.ARMY

Admin/Auth Data | Rater Actions | Senior Rater Actions | Reviewer Actions | Rated Soldier | Enclosures

Admin Data - Rated Soldier
Admin Data - Continued
Data Entry - Rating Chain
Auth - Rating Chain
Duty Des - Rated Soldier

Administration Data - Rated Soldier

a. Name *(Last, First, Middle Initial)*: DAILEY, PETER M.

b. SSN: 111-11-1111

c. Rank: MSG

d. Date of Rank: 2000/03/01 Set Date

e. PMOSC: 52D50

f. Unit Organization Station Zip: ADJ GEN DIRECTORATE HQ 22332

g. Status Code:

h. Major Command: MP

l. Rated NCO'S AKO Email Address: peter.dailey@us.army.mil

Recommend you use a .gov or.mil

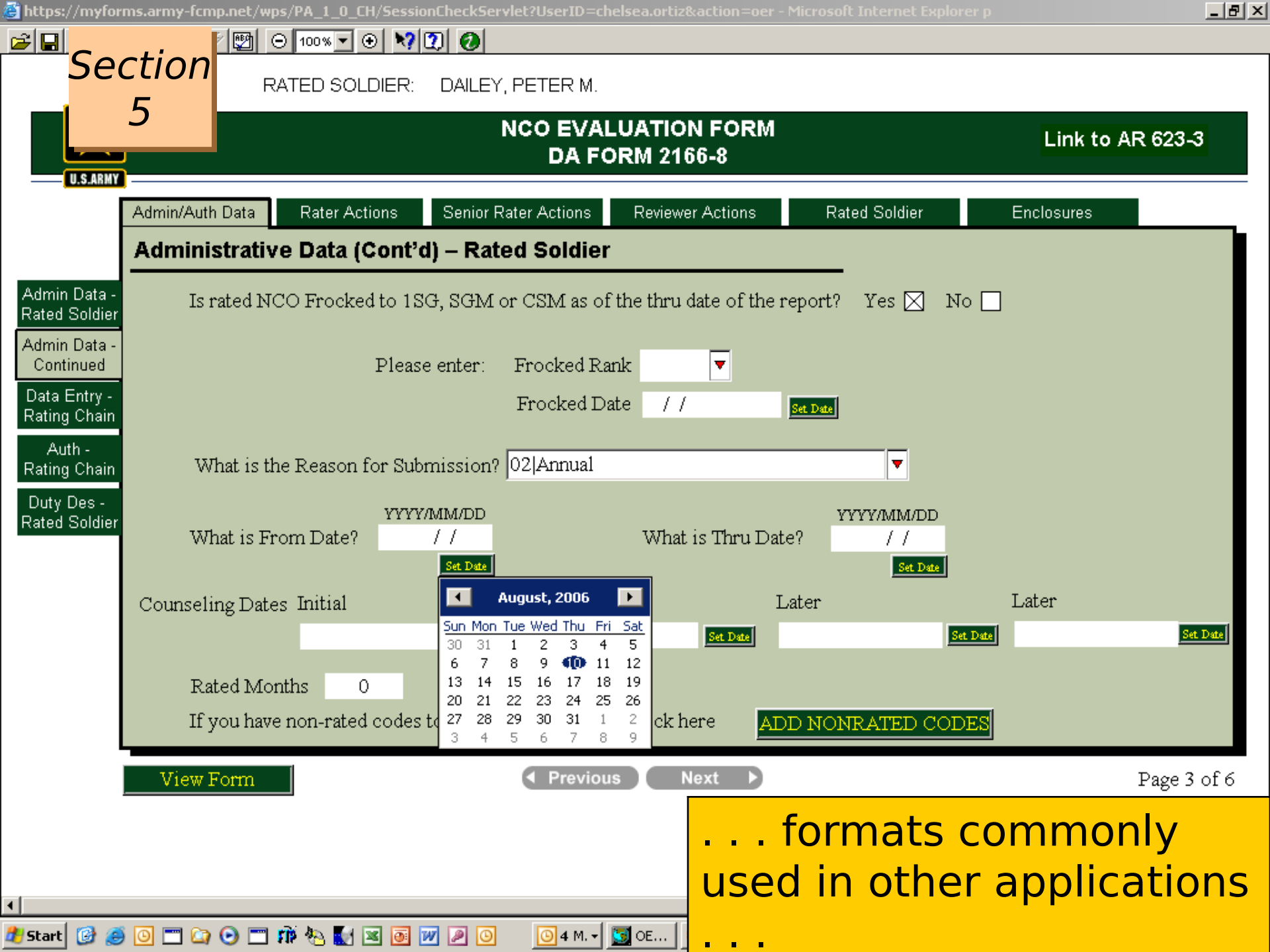
m. UIC: W6ED24

n. CMD Code: MP

o. PSB Code: MD12

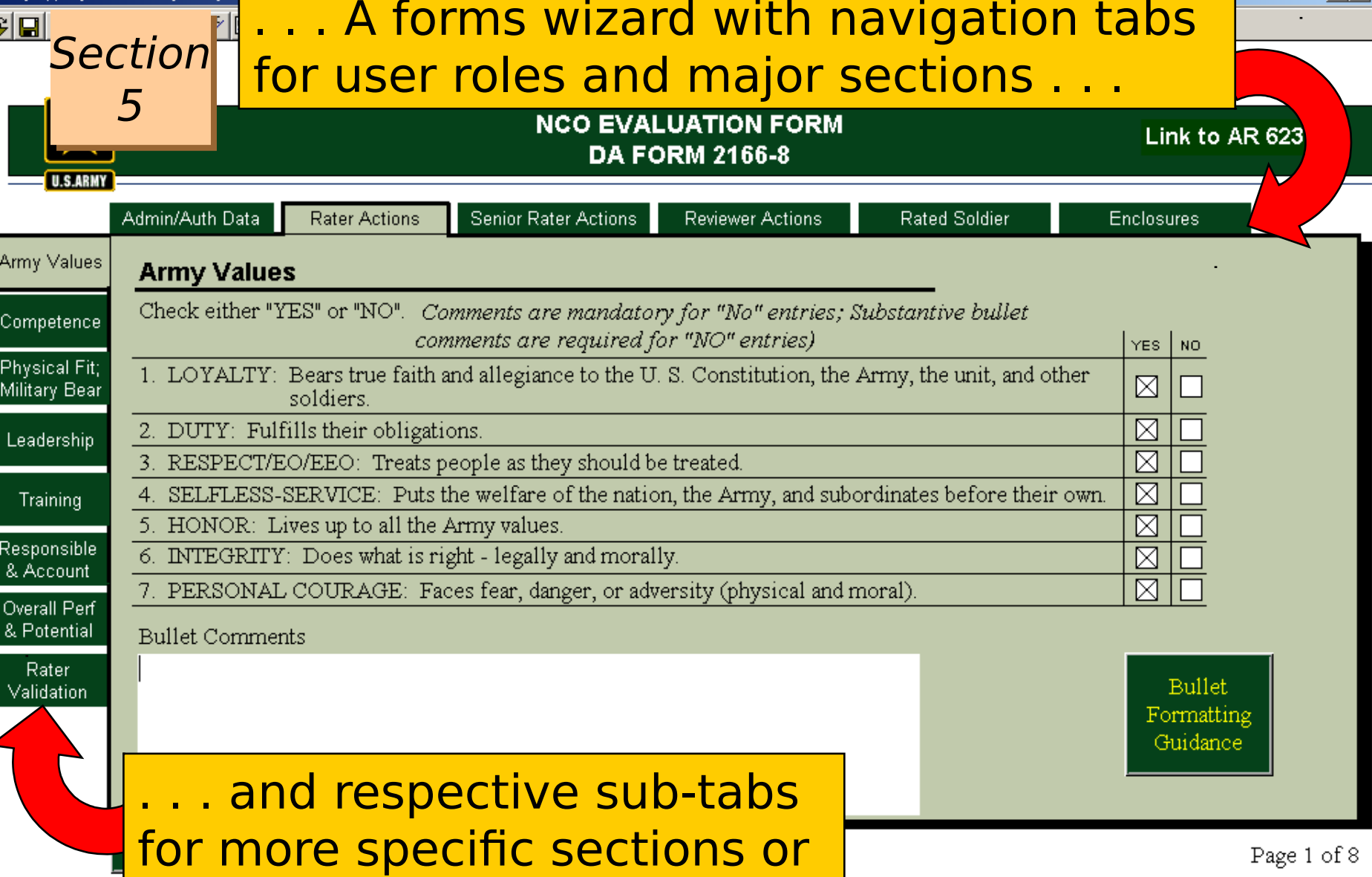
What it looks like once you auto-fill from ITAPDB.

View Form | Previous | Next

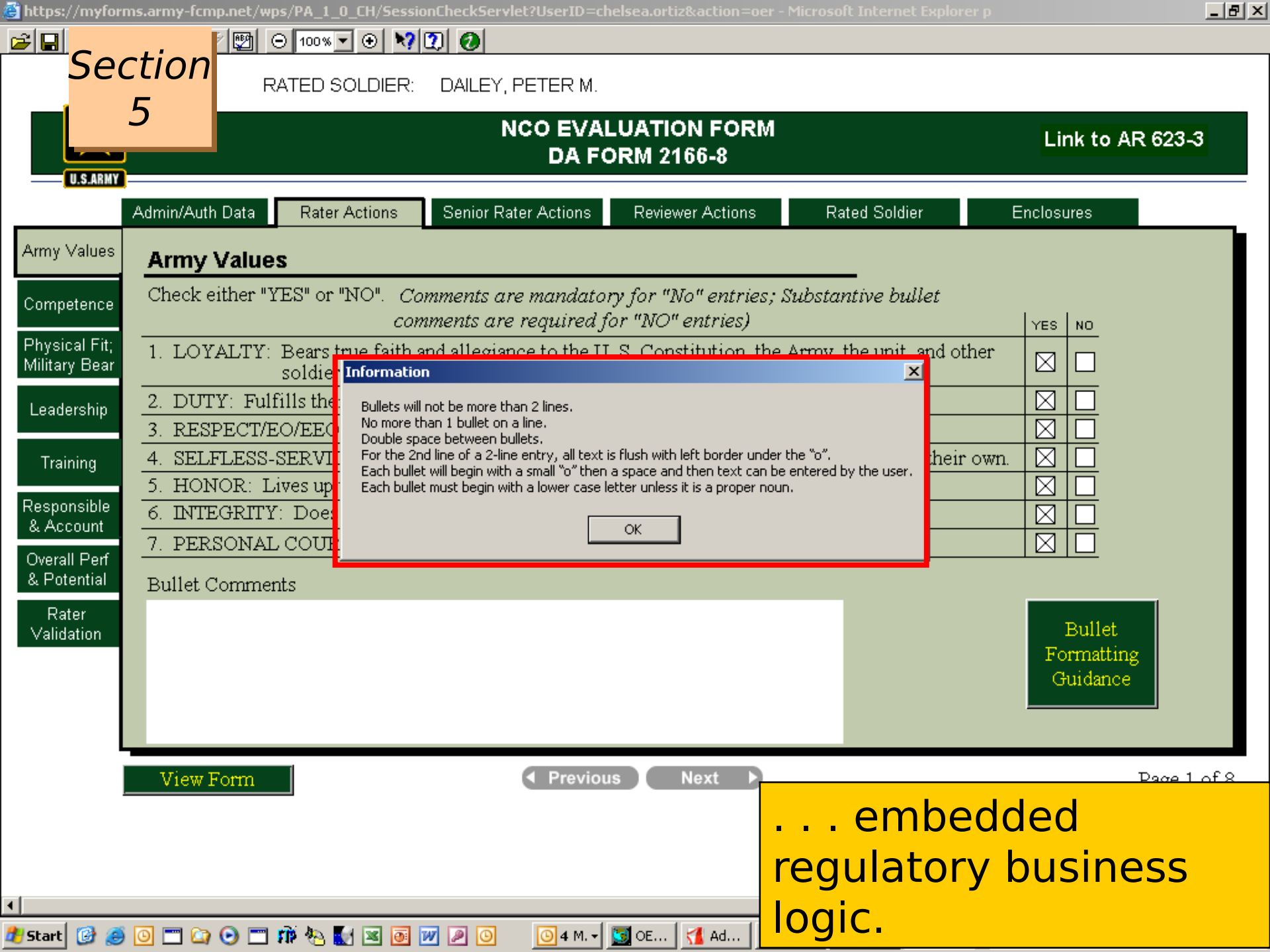

https://myforms.army-fcmp.net/wps/PA_1_0_CH/SessionCheckServlet?UserID=chelsea.ortiz&action=oer - Microsoft Internet Explorer p
Section 5
RATED SOLDIER: DAILEY, PETER M.
NCO EVALUATION FORM
DA FORM 2166-8
Link to AR 623-3
U.S.ARMY
Admin/Auth Data
Rater Actions
Senior Rater Actions
Reviewer Actions
Rated Soldier
Enclosures
Administrative Data (Cont'd) – Rated Soldier
Admin Data - Rated Soldier
Admin Data - Continued
Data Entry - Rating Chain
Auth - Rating Chain
Duty Des - Rated Soldier
Is rated NCO Frocked to 1SG, SGM or CSM as of the thru date of the report? Yes No
Please enter: Frocked Rank
Frocked Date / / Set Date
What is the Reason for Submission? 02|Annual
YYYY/MM/DD
What is From Date? / / Set Date
YYYY/MM/DD
What is Thru Date? / / Set Date
August, 2006
Sun Mon Tue Wed Thu Fri Sat
30 31 1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31 1 2
3 4 5 6 7 8 9
Counseling Dates Initial
Set Date
Later
Set Date
Later
Set Date
Rated Months 0
If you have non-rated codes to
ck here
ADD NONRATED CODES
View Form
Previous
Next
Page 3 of 6
. . . formats commonly used in other applications . . .

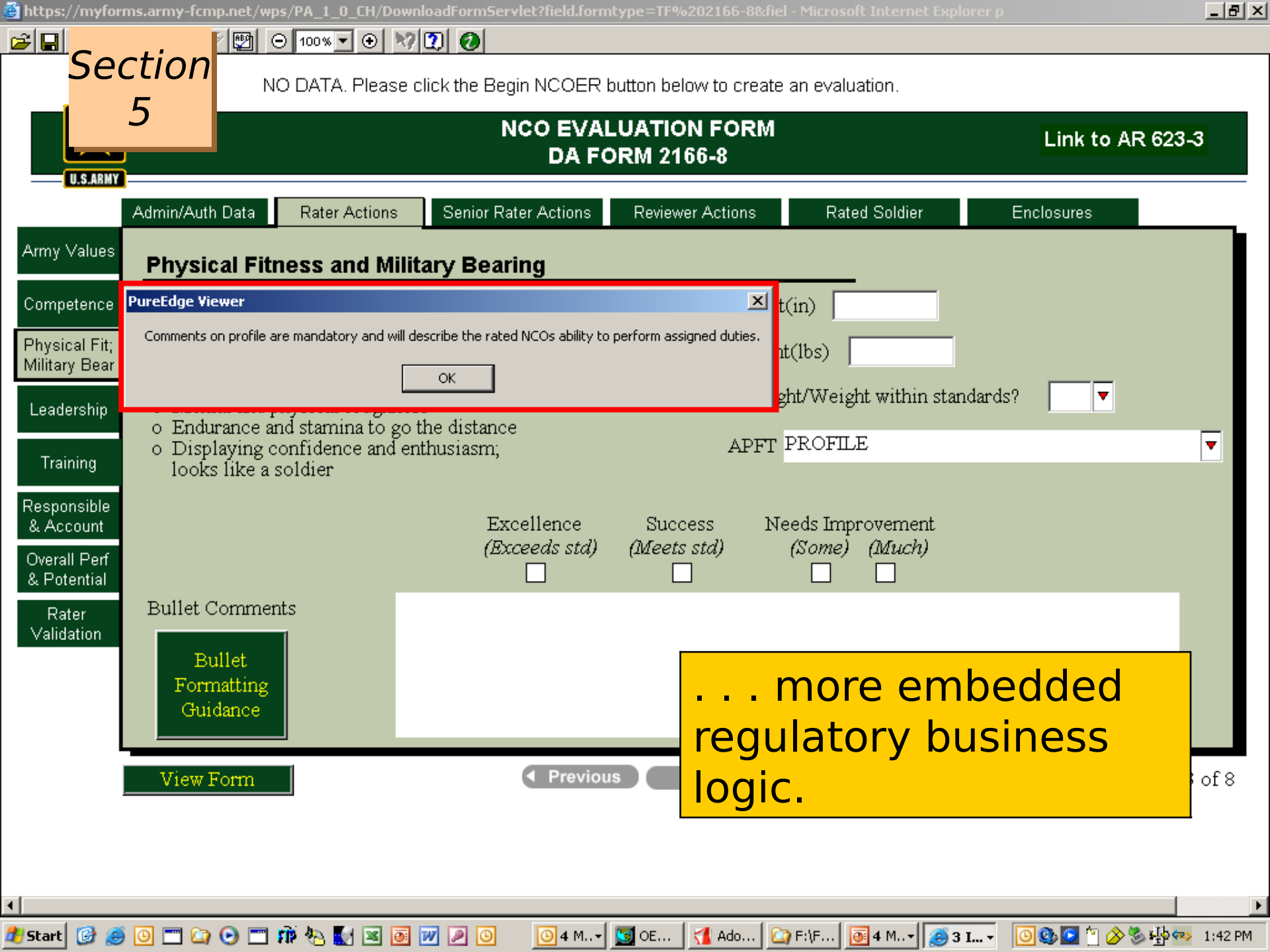
Section 5

. . . A forms wizard with navigation tabs for user roles and major sections . . .


https://myforms.army-fcmp.n
NCO EVALUATION FORM
DA FORM 2166-8
Link to AR 623
U.S.ARMY
Admin/Auth Data
Rater Actions
Senior Rater Actions
Reviewer Actions
Rated Soldier
Enclosures
Army Values
Competence
Physical Fit; Military Bear
Leadership
Training
Responsible & Account
Overall Perf & Potential
Rater Validation
Army Values
Check either "YES" or "NO". Comments are mandatory for "No" entries; Substantive bullet comments are required for "NO" entries)
YES
NO
1. LOYALTY: Bears true faith and allegiance to the U. S. Constitution, the Army, the unit, and other soldiers.
2. DUTY: Fulfills their obligations.
3. RESPECT/EO/EEO: Treats people as they should be treated.
4. SELFLESS-SERVICE: Puts the welfare of the nation, the Army, and subordinates before their own.
5. HONOR: Lives up to all the Army values.
6. INTEGRITY: Does what is right - legally and morally.
7. PERSONAL COURAGE: Faces fear, danger, or adversity (physical and moral).
Bullet Comments
Bullet Formatting Guidance
Page 1 of 8

. . . and respective sub-tabs for more specific sections or functions . . .


https://myforms.army-fcmp.net/wps/PA_1_0_CH/SessionCheckServlet?UserID=chelsea.ortiz&action=oer - Microsoft Internet Explorer p
Section 5
RATED SOLDIER: DAILEY, PETER M.
NCO EVALUATION FORM
DA FORM 2166-8
Link to AR 623-3
U.S.ARMY
Admin/Auth Data
Rater Actions
Senior Rater Actions
Reviewer Actions
Rated Soldier
Enclosures
Army Values
Competence
Physical Fit; Military Bear
Leadership
Training
Responsible & Account
Overall Perf & Potential
Rater Validation
Army Values
Check either "YES" or "NO". Comments are mandatory for "No" entries; Substantive bullet comments are required for "NO" entries)
YES
NO
1. LOYALTY: Bears true faith and allegiance to the U.S. Constitution, the Army, the unit, and other soldie
2. DUTY: Fulfills the
3. RESPECT/EO/EE
4. SELFLESS-SERVI
their own.
5. HONOR: Lives up
6. INTEGRITY: Doe
7. PERSONAL COU
Information
Bullets will not be more than 2 lines.
No more than 1 bullet on a line.
Double space between bullets.
For the 2nd line of a 2-line entry, all text is flush with left border under the "o".
Each bullet will begin with a small "o" then a space and then text can be entered by the user.
Each bullet must begin with a lower case letter unless it is a proper noun.
OK
Bullet Comments
Bullet Formatting Guidance
View Form
Previous
Next
Page 1 of 8
. . . embedded regulatory business logic.


https://myforms.army-fcmp.net/wps/PA_1_0_CH/DownloadFormServlet?field.formtype=TF%202166-8&fiel - Microsoft Internet Explorer p
Section 5
NO DATA. Please click the Begin NCOER button below to create an evaluation.
NCO EVALUATION FORM
DA FORM 2166-8
Link to AR 623-3
U.S.ARMY
Admin/Auth Data
Rater Actions
Senior Rater Actions
Reviewer Actions
Rated Soldier
Enclosures
Army Values
Competence
Physical Fit; Military Bear
Leadership
Training
Responsible & Account
Overall Perf & Potential
Rater Validation
Physical Fitness and Military Bearing
PureEdge Viewer
Comments on profile are mandatory and will describe the rated NCOs ability to perform assigned duties.
OK
t(in)
ht(lbs)
ght/Weight within standards?
o Endurance and stamina to go the distance
o Displaying confidence and enthusiasm; looks like a soldier
APFT PROFILE
Excellence (Exceeds std)
Success (Meets std)
Needs Improvement (Some)
(Much)
Bullet Comments
Bullet Formatting Guidance
View Form
Previous
of 8
. . . more embedded regulatory business logic.
Start
1:42 PM

https://myforms.army-fcmp.net/wps/PA_1_0_CH/SessionCheckServlet?UserID=chelsea.ortiz&action=oer - Microsoft Internet Explorer p

Section 5

RATED SOLDIER: DAILEY, PETER M.

U.S.ARMY

NCO EVALUATION FORM
DA FORM 2166-8

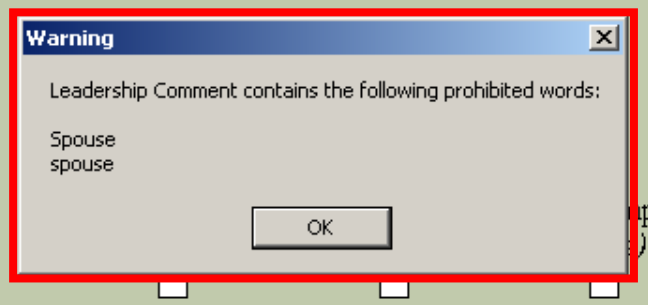
Link to AR 623-3

Admin/Auth Data | Rater Actions | Senior Rater Actions | Reviewer Actions | Rated Soldier | Enclosures

- Army Values
- Competence
- Physical Fit; Military Bear
- Leadership
- Training
- Responsible & Account
- Overall Perf & Potential
- Rater Validation

Leadership

Bullet comments are mandatory. Substantive bullet comments are required for "EXCELLENCE" or "NEEDS IMPROVEMENT."



...provement
...) (Much)

Bullet Comments

o outstanding performance planning and executing Installation Spouse Appreciation Banquet

Bullet Formatting Guidance

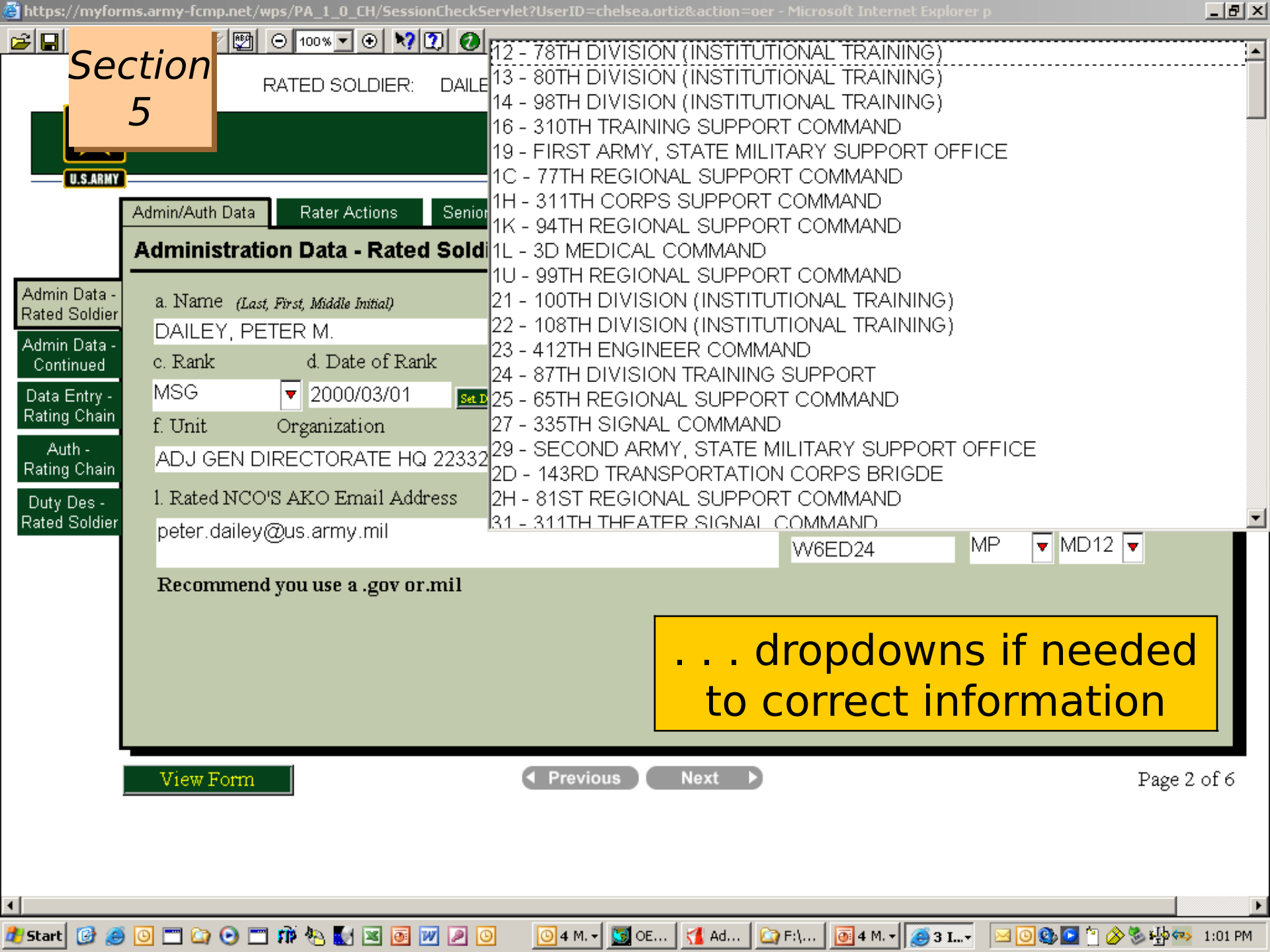
. . . logic includes prohibitions ...

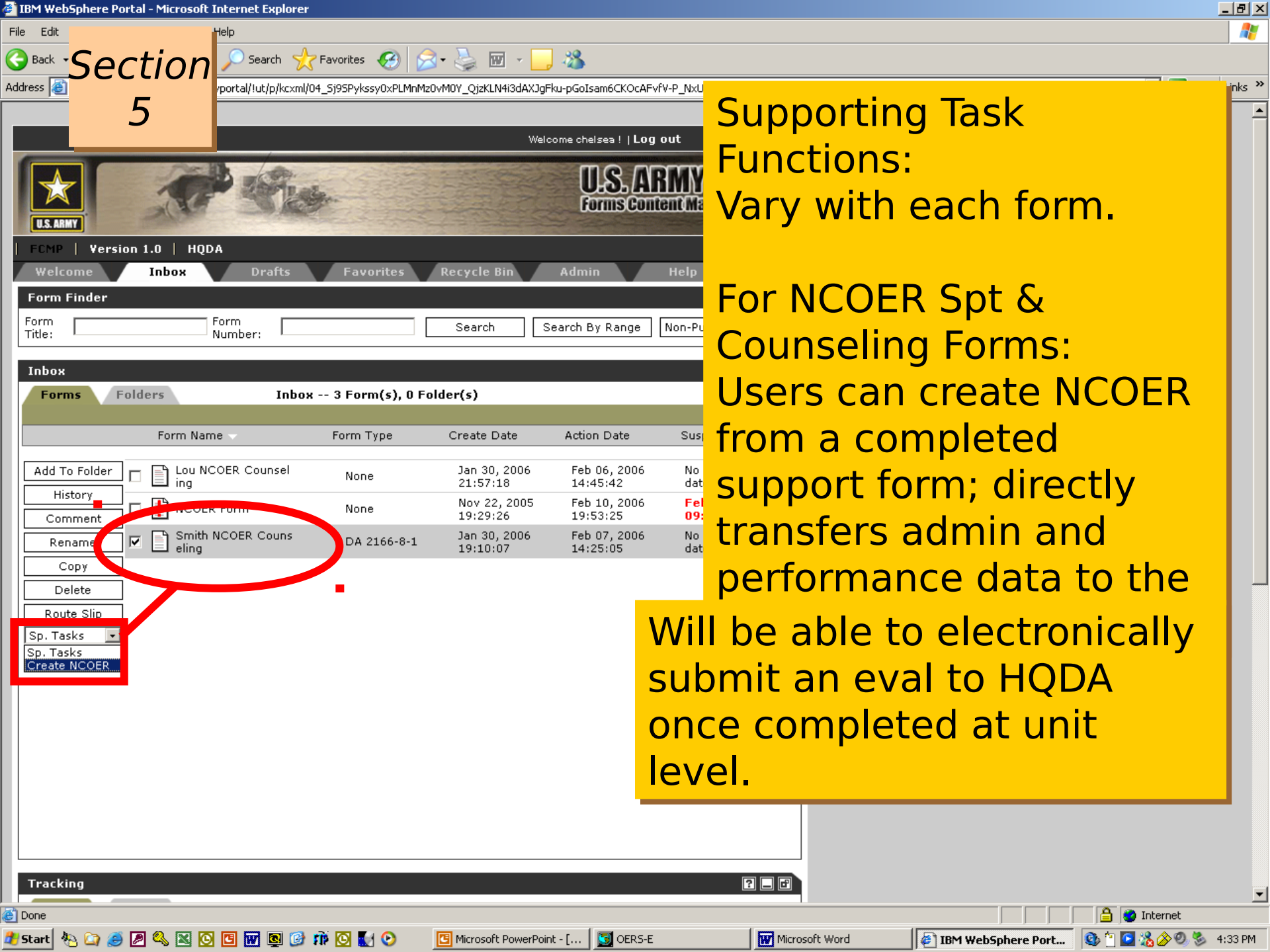
View Form

Previous | Next

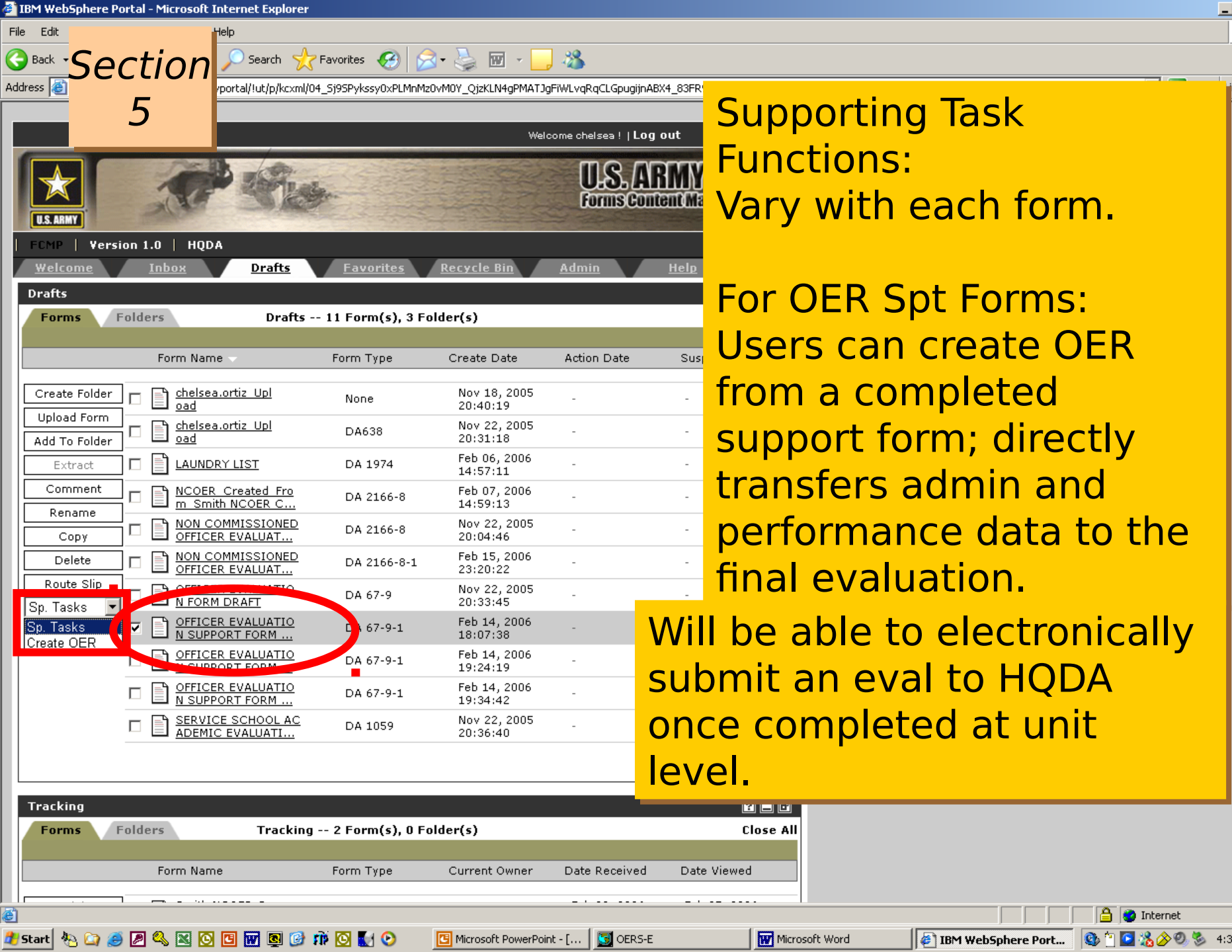
Page 4 of 8

Start 4 M... OE... Ad... F:\... 4 M... 3 I... 12:59 PM


Section 5
RATED SOLDIER: DAILE
U.S.ARMY
Admin/Auth Data
Rater Actions
Senior
Administration Data - Rated Soldi
Admin Data - Rated Soldier
Admin Data - Continued
Data Entry - Rating Chain
Auth - Rating Chain
Duty Des - Rated Soldier
a. Name (Last, First, Middle Initial)
DAILEY, PETER M.
c. Rank
d. Date of Rank
MSG
2000/03/01
f. Unit
Organization
ADJ GEN DIRECTORATE HQ 22332
l. Rated NCO'S AKO Email Address
peter.dailey@us.army.mil
Recommend you use a .gov or.mil
12 - 78TH DIVISION (INSTITUTIONAL TRAINING)
13 - 80TH DIVISION (INSTITUTIONAL TRAINING)
14 - 98TH DIVISION (INSTITUTIONAL TRAINING)
16 - 310TH TRAINING SUPPORT COMMAND
19 - FIRST ARMY, STATE MILITARY SUPPORT OFFICE
1C - 77TH REGIONAL SUPPORT COMMAND
1H - 311TH CORPS SUPPORT COMMAND
1K - 94TH REGIONAL SUPPORT COMMAND
1L - 3D MEDICAL COMMAND
1U - 99TH REGIONAL SUPPORT COMMAND
21 - 100TH DIVISION (INSTITUTIONAL TRAINING)
22 - 108TH DIVISION (INSTITUTIONAL TRAINING)
23 - 412TH ENGINEER COMMAND
24 - 87TH DIVISION TRAINING SUPPORT
25 - 65TH REGIONAL SUPPORT COMMAND
27 - 335TH SIGNAL COMMAND
29 - SECOND ARMY, STATE MILITARY SUPPORT OFFICE
2D - 143RD TRANSPORTATION CORPS BRIGDE
2H - 81ST REGIONAL SUPPORT COMMAND
31 - 311TH THEATER SIGNAL COMMAND
W6ED24
MP
MD12
. . . dropdowns if needed to correct information
View Form
Previous
Next
Page 2 of 6


IBM WebSphere Portal - Microsoft Internet Explorer
Section 5
Welcome chelsea ! | Log out
U.S. ARMY
Forms Content Ma
FCMP | Version 1.0 | HQDA
Welcome
Inbox
Drafts
Favorites
Recycle Bin
Admin
Help
Form Finder
Form Title:
Form Number:
Search
Search By Range
Inbox
Forms
Folders
Inbox -- 3 Form(s), 0 Folder(s)
Form Name
Form Type
Create Date
Action Date
Add To Folder
History
Comment
Rename
Copy
Delete
Route Slip
Lou NCOER Counseling
None
Jan 30, 2006 21:57:18
Feb 06, 2006 14:45:42
Nov 22, 2005 19:29:26
Feb 10, 2006 19:53:25
Smith NCOER Counseling
DA 2166-8-1
Jan 30, 2006 19:10:07
Feb 07, 2006 14:25:05
Sp. Tasks
Sp. Tasks
Create NCOER
Tracking
Supporting Task Functions:
Vary with each form.
For NCOER Spt & Counseling Forms:
Users can create NCOER from a completed support form; directly transfers admin and performance data to the
Will be able to electronically submit an eval to HQDA once completed at unit level.

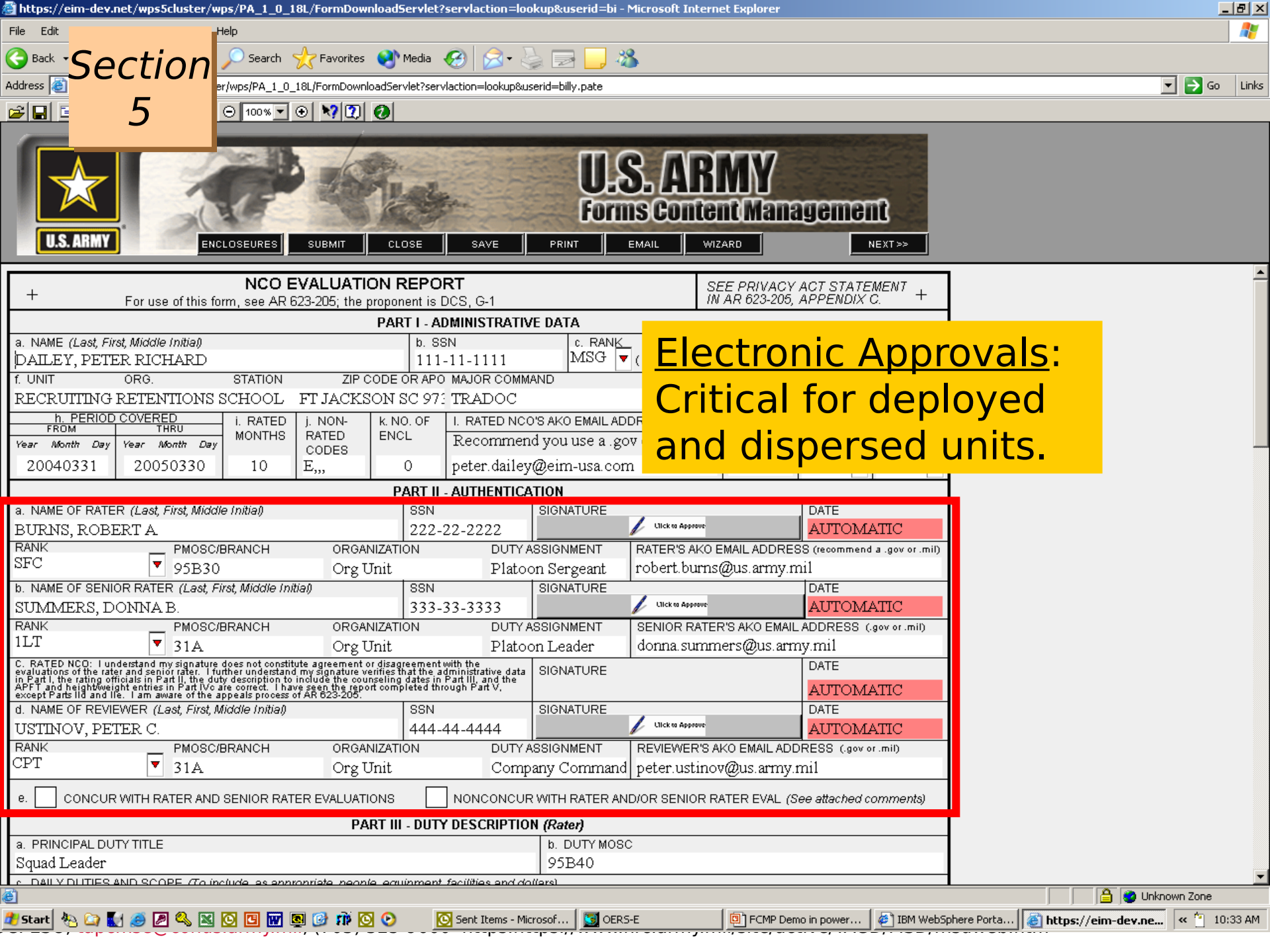
Section 5

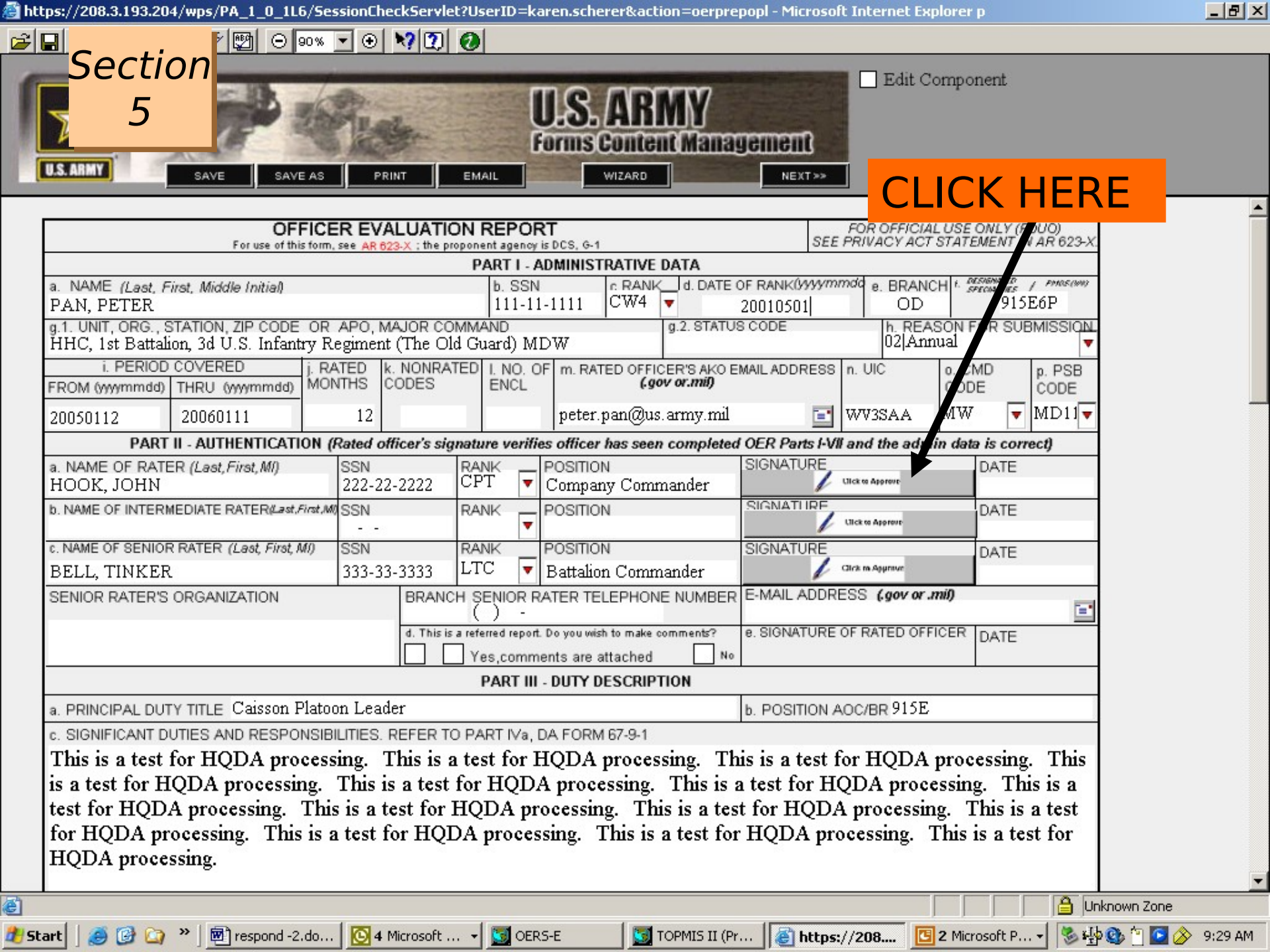

IBM WebSphere Portal - Microsoft Internet Explorer
Welcome chelsea ! | Log out
U.S. ARMY
Forms Content Ma
FCMP | Version 1.0 | HQDA
Welcome Inbox Drafts Favorites Recycle Bin Admin Help
Drafts
Forms Folders
Drafts -- 11 Form(s), 3 Folder(s)
Form Name Form Type Create Date Action Date
Create Folder
Upload Form
Add To Folder
Extract
Comment
Rename
Copy
Delete
Route Slip
Sp. Tasks
Sp. Tasks
Create OER
chelsea.ortiz_Upload None Nov 18, 2005 20:40:19
chelsea.ortiz_Upload DA638 Nov 22, 2005 20:31:18
LAUNDRY LIST DA 1974 Feb 06, 2006 14:57:11
NCOER_Created_From_Smith NCOER C... DA 2166-8 Feb 07, 2006 14:59:13
NON COMMISSIONED OFFICER EVALUAT... DA 2166-8 Nov 22, 2005 20:04:46
NON COMMISSIONED OFFICER EVALUAT... DA 2166-8-1 Feb 15, 2006 23:20:22
N FORM DRAFT DA 67-9 Nov 22, 2005 20:33:45
OFFICER EVALUATION SUPPORT FORM ... DA 67-9-1 Feb 14, 2006 18:07:38
OFFICER EVALUATION SUPPORT FORM ... DA 67-9-1 Feb 14, 2006 19:24:19
OFFICER EVALUATION SUPPORT FORM ... DA 67-9-1 Feb 14, 2006 19:34:42
SERVICE SCHOOL ACADEMIC EVALUATI... DA 1059 Nov 22, 2005 20:36:40
Tracking
Forms Folders
Tracking -- 2 Form(s), 0 Folder(s)
Close All
Form Name Form Type Current Owner Date Received Date Viewed

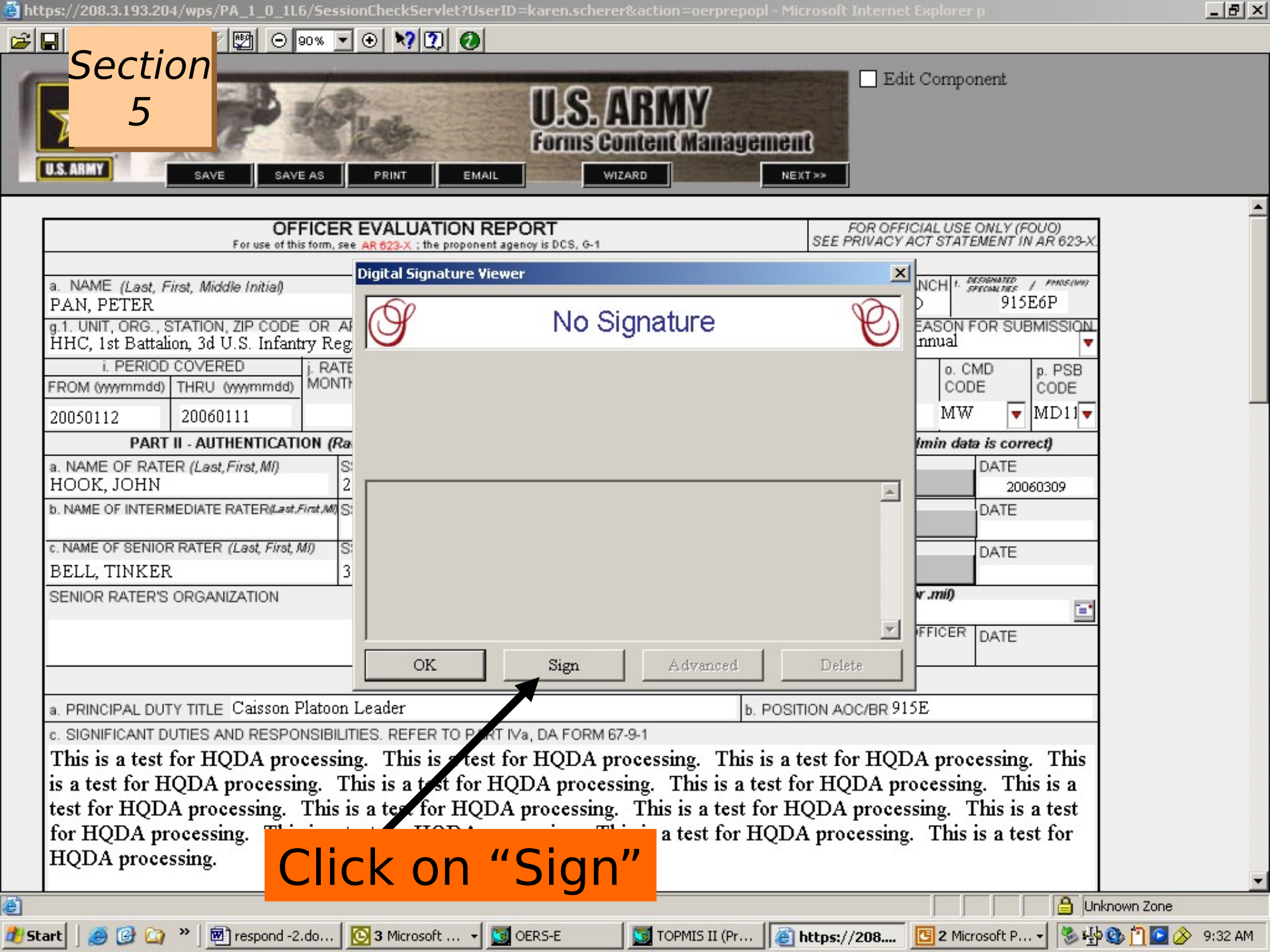
Supporting Task Functions:
Vary with each form.

For OER Spt Forms:
Users can create OER from a completed support form; directly transfers admin and performance data to the final evaluation.

Will be able to electronically submit an eval to HQDA once completed at unit level.

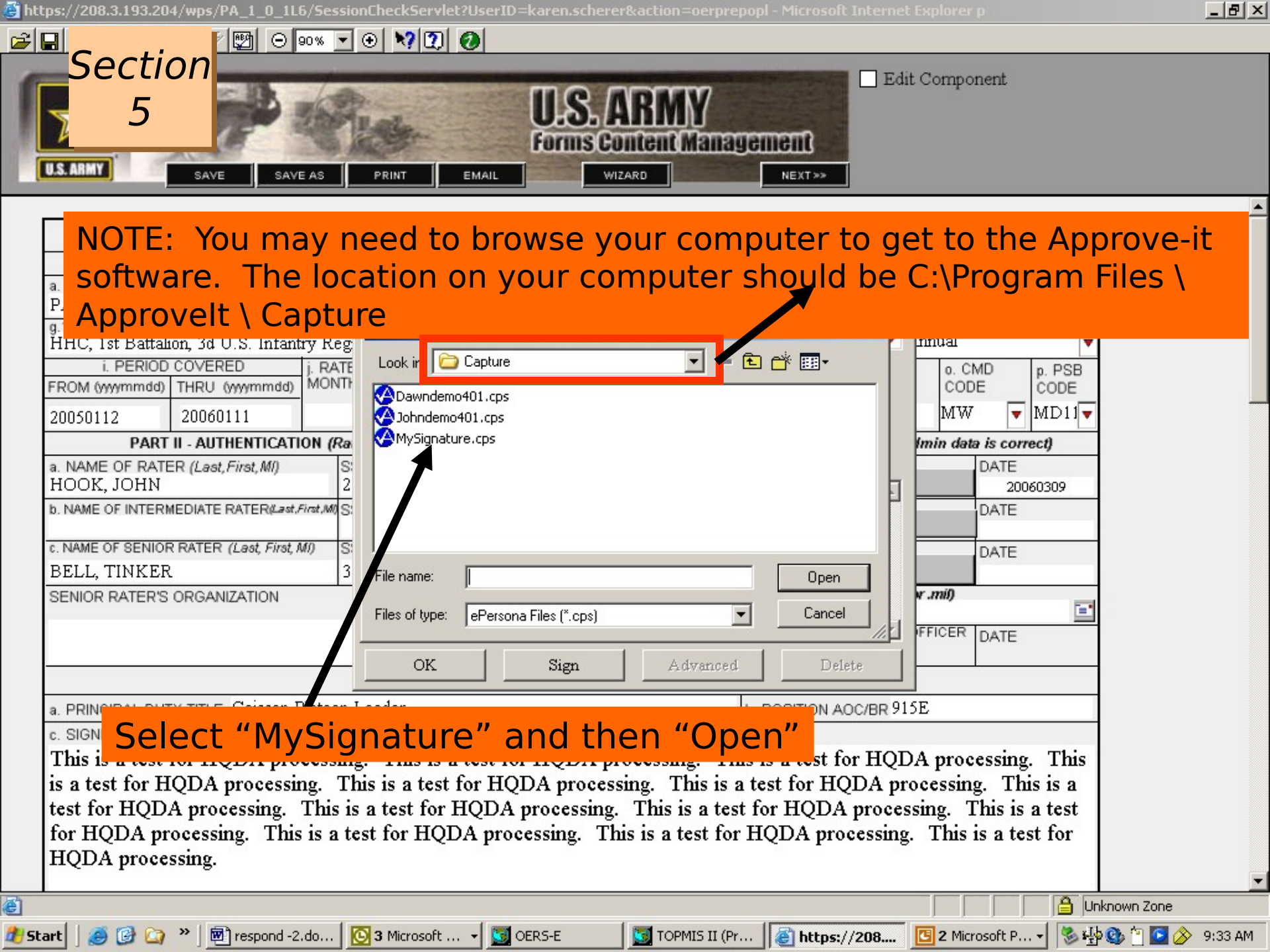

https://eim-dev.net/wps5cluster/wps/PA_1_0_18L/FormDownloadServlet?servlaction=lookup&userid=bi - Microsoft Internet Explorer
Section 5
U.S. ARMY
Forms Content Management
ENCLOSEURES
SUBMIT
CLOSE
SAVE
PRINT
EMAIL
WIZARD
NEXT >>
NCO EVALUATION REPORT
For use of this form, see AR 623-205; the proponent is DCS, G-1
SEE PRIVACY ACT STATEMENT IN AR 623-205, APPENDIX C.
PART I - ADMINISTRATIVE DATA
a. NAME (Last, First, Middle Initial)
DAILEY, PETER RICHARD
b. SSN
111-11-1111
c. RANK
MSG
f. UNIT ORG. STATION ZIP CODE OR APO MAJOR COMMAND
RECRUITING RETENTIONS SCHOOL FT JACKSON SC 97 TRADOC
h. PERIOD COVERED
FROM Year Month Day
20040331
THRU Year Month Day
20050330
i. RATED MONTHS
10
j. NON-RATED CODES
E,,,
k. NO. OF ENCL
0
l. RATED NCO'S AKO EMAIL ADDR
Recommend you use a .gov
peter.dailey@eim-usa.com
PART II - AUTHENTICATION
a. NAME OF RATER (Last, First, Middle Initial)
BURNS, ROBERT A.
SSN
222-22-2222
SIGNATURE
Click to Approve
DATE
AUTOMATIC
RANK
SFC
PMOSC/BRANCH
95B30
ORGANIZATION
Org Unit
DUTY ASSIGNMENT
Platoon Sergeant
RATER'S AKO EMAIL ADDRESS (recommend a .gov or .mil)
robert.burns@us.army.mil
b. NAME OF SENIOR RATER (Last, First, Middle Initial)
SUMMERS, DONNA B.
SSN
333-33-3333
SIGNATURE
Click to Approve
DATE
AUTOMATIC
RANK
1LT
PMOSC/BRANCH
31A
ORGANIZATION
Org Unit
DUTY ASSIGNMENT
Platoon Leader
SENIOR RATER'S AKO EMAIL ADDRESS (.gov or .mil)
donna.summers@us.army.mil
c. RATED NCO: I understand my signature does not constitute agreement or disagreement with the evaluations of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials in Part II, the duty description to include the counseling dates in Part III, and the APFT and height/weight entries in Part IVc are correct. I have seen the report completed through Part V, except Parts IId and IIe. I am aware of the appeals process of AR 623-205.
SIGNATURE
DATE
AUTOMATIC
d. NAME OF REVIEWER (Last, First, Middle Initial)
USTINOV, PETER C.
SSN
444-44-4444
SIGNATURE
Click to Approve
DATE
AUTOMATIC
RANK
CPT
PMOSC/BRANCH
31A
ORGANIZATION
Org Unit
DUTY ASSIGNMENT
Company Command
REVIEWER'S AKO EMAIL ADDRESS (.gov or .mil)
peter.ustinov@us.army.mil
e. CONCUR WITH RATER AND SENIOR RATER EVALUATIONS
NONCONCUR WITH RATER AND/OR SENIOR RATER EVAL (See attached comments)
PART III - DUTY DESCRIPTION (Rater)
a. PRINCIPAL DUTY TITLE
Squad Leader
b. DUTY MOSC
95B40
c. DAILY DUTIES AND SCOPE (To include, as appropriate, people, equipment, facilities and dollars)
Electronic Approvals: Critical for deployed and dispersed units.


https://208.3.193.204/wps/PA_1_0_1L6/SessionCheckServlet?UserID=karen.scherer&action=oerprepopl - Microsoft Internet Explorer p
Section 5
U.S. ARMY
Forms Content Management
Edit Component
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
CLICK HERE
OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1
FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X
PART I - ADMINISTRATIVE DATA
a. NAME (Last, First, Middle Initial)
PAN, PETER
b. SSN
111-11-1111
c. RANK
CW4
d. DATE OF RANK(yyyymmdd)
20010501
e. BRANCH
OD
f. DESIGNATED SPECIALTIES / PMOS(MI)
915E6P
g.1. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND
HHC, 1st Battalion, 3d U.S. Infantry Regiment (The Old Guard) MDW
g.2. STATUS CODE
h. REASON FOR SUBMISSION
02 Annual
i. PERIOD COVERED
FROM (yyyymmdd)
20050112
THRU (yyyymmdd)
20060111
j. RATED MONTHS
12
k. NONRATED CODES
l. NO. OF ENCL
m. RATED OFFICER'S AKO EMAIL ADDRESS (.gov or.mil)
peter.pan@us.army.mil
n. UIC
WV3SAA
o. CMD CODE
MW
p. PSB CODE
MD11
PART II - AUTHENTICATION (Rated officer's signature verifies officer has seen completed OER Parts I-VII and the admin data is correct)
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
SSN
222-22-2222
RANK
CPT
POSITION
Company Commander
SIGNATURE
Click to Approve
DATE
b. NAME OF INTERMEDIATE RATER(Last,First,MI)
SSN
RANK
POSITION
SIGNATURE
Click to Approve
DATE
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
SSN
333-33-3333
RANK
LTC
POSITION
Battalion Commander
SIGNATURE
Click to Approve
DATE
SENIOR RATER'S ORGANIZATION
BRANCH
SENIOR RATER TELEPHONE NUMBER
( ) -
E-MAIL ADDRESS (.gov or .mil)
d. This is a referred report. Do you wish to make comments?
Yes,comments are attached
No
e. SIGNATURE OF RATED OFFICER
DATE
PART III - DUTY DESCRIPTION
a. PRINCIPAL DUTY TITLE
Caisson Platoon Leader
b. POSITION AOC/BR
915E
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.
Unknown Zone
Start
respond -2.do...
4 Microsoft ...
OERS-E
TOPMIS II (Pr...
https://208....
2 Microsoft P...
9:29 AM


Section 5
U.S. ARMY
Forms Content Management
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
Edit Component
OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1
FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X
a. NAME (Last, First, Middle Initial)
PAN, PETER
g.1. UNIT, ORG., STATION, ZIP CODE OR AI
HHC, 1st Battalion, 3d U.S. Infantry Reg
i. PERIOD COVERED
FROM (yyyymmdd)
THRU (yyyymmdd)
20050112
20060111
915E6P
Annual
o. CMD CODE
MW
p. PSB CODE
MD11
PART II - AUTHENTICATION
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
DATE
20060309
b. NAME OF INTERMEDIATE RATER
DATE
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
DATE
SENIOR RATER'S ORGANIZATION
DATE
a. PRINCIPAL DUTY TITLE Caisson Platoon Leader
b. POSITION AOC/BR 915E
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.
Digital Signature Viewer
No Signature
OK
Sign
Advanced
Delete
Click on “Sign”
Unknown Zone
Start
respond -2.do...
3 Microsoft ...
OERS-E
TOPMIS II (Pr...
https://208....
2 Microsoft P...
9:32 AM

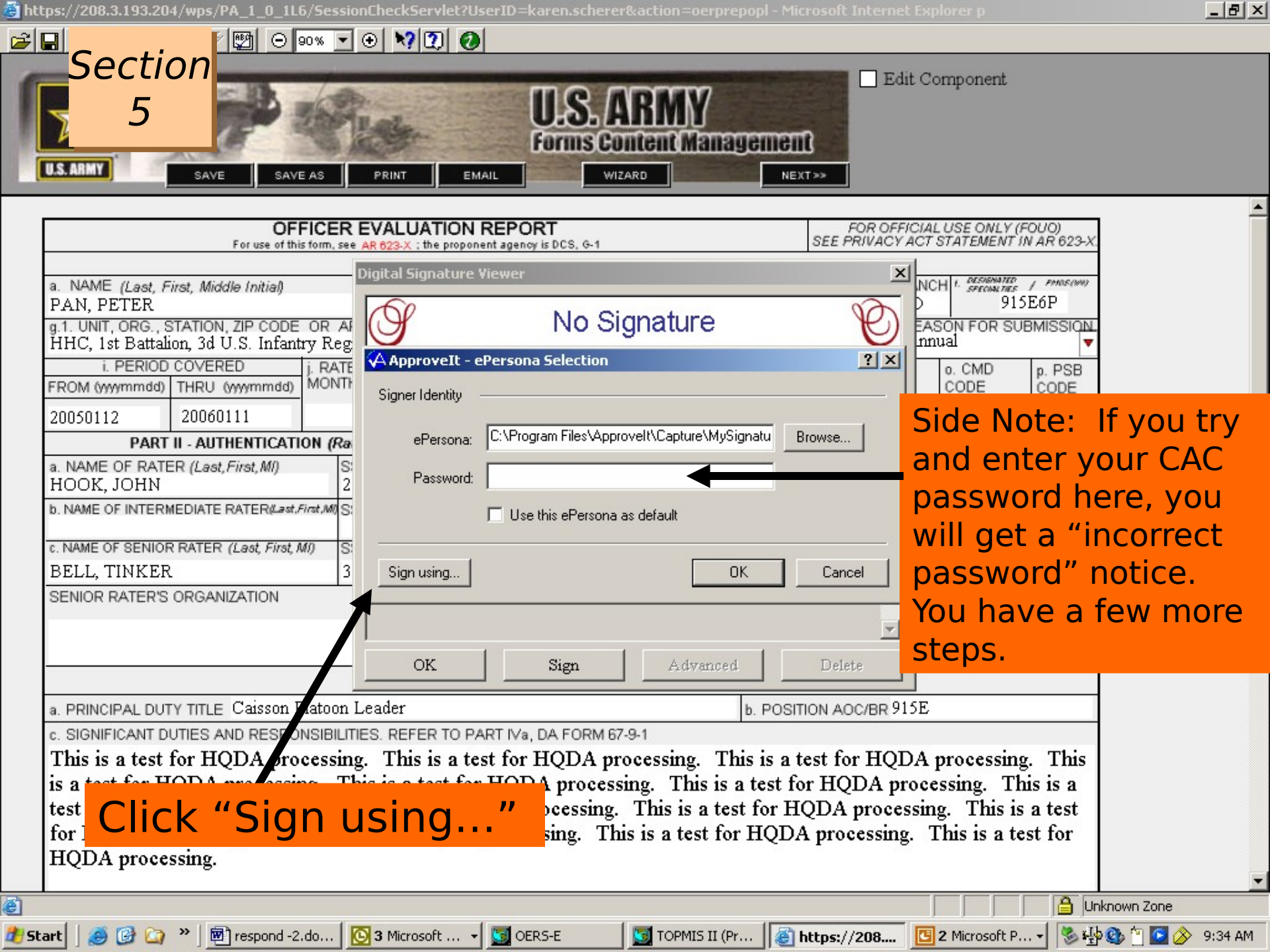
Section 5

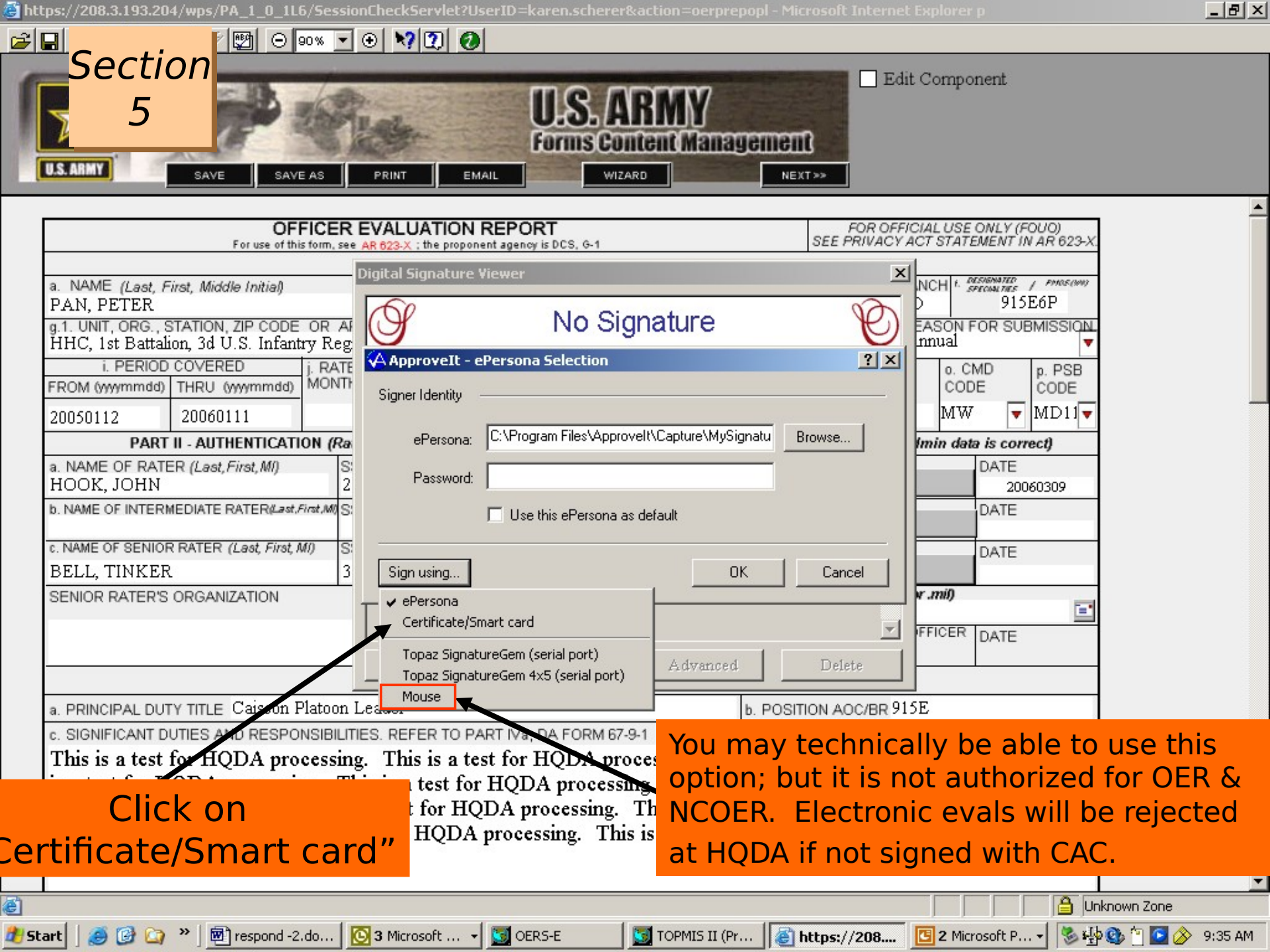
NOTE: You may need to browse your computer to get to the Approve-it software. The location on your computer should be C:\Program Files \ ApproveIt \ Capture

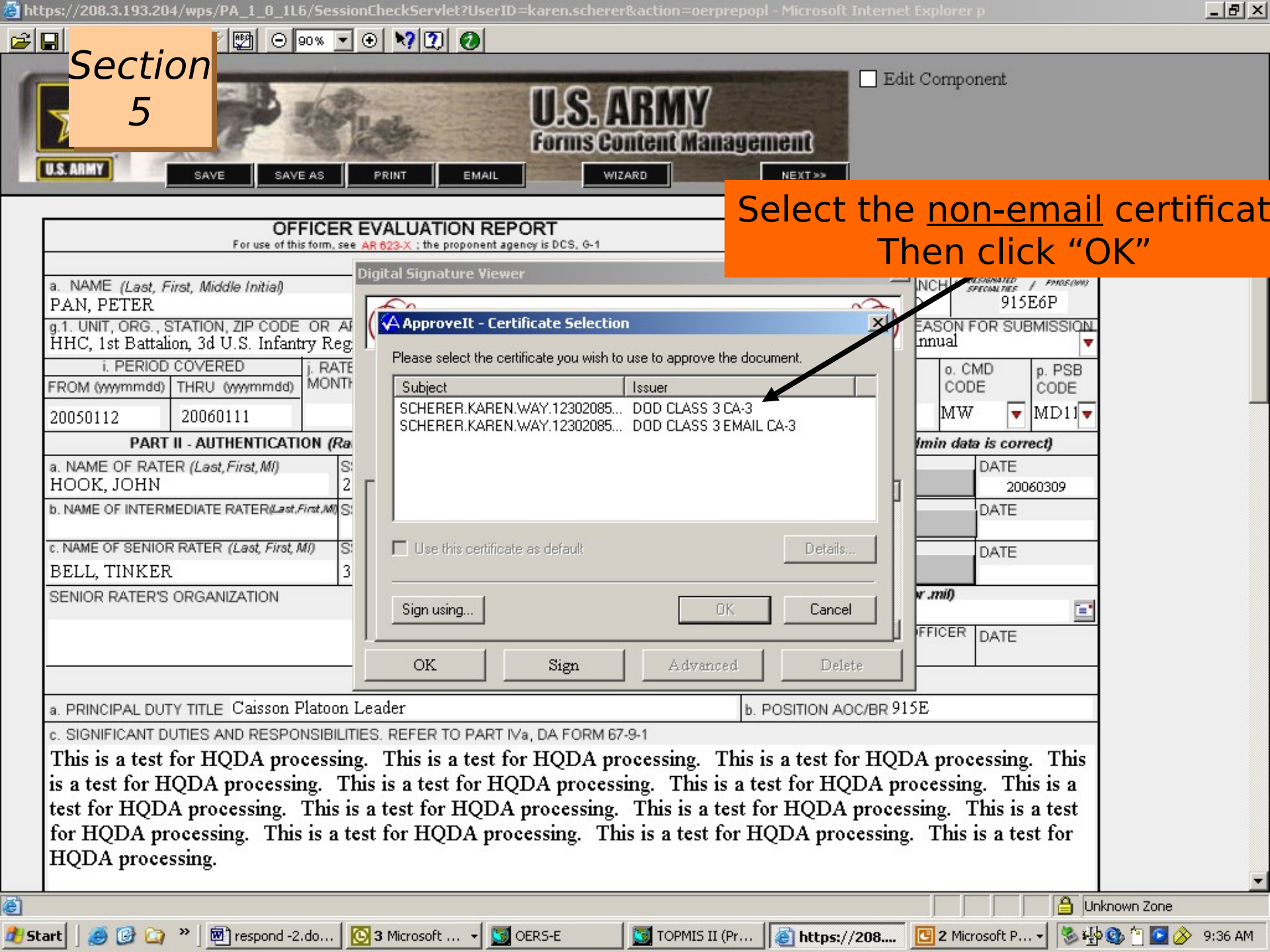


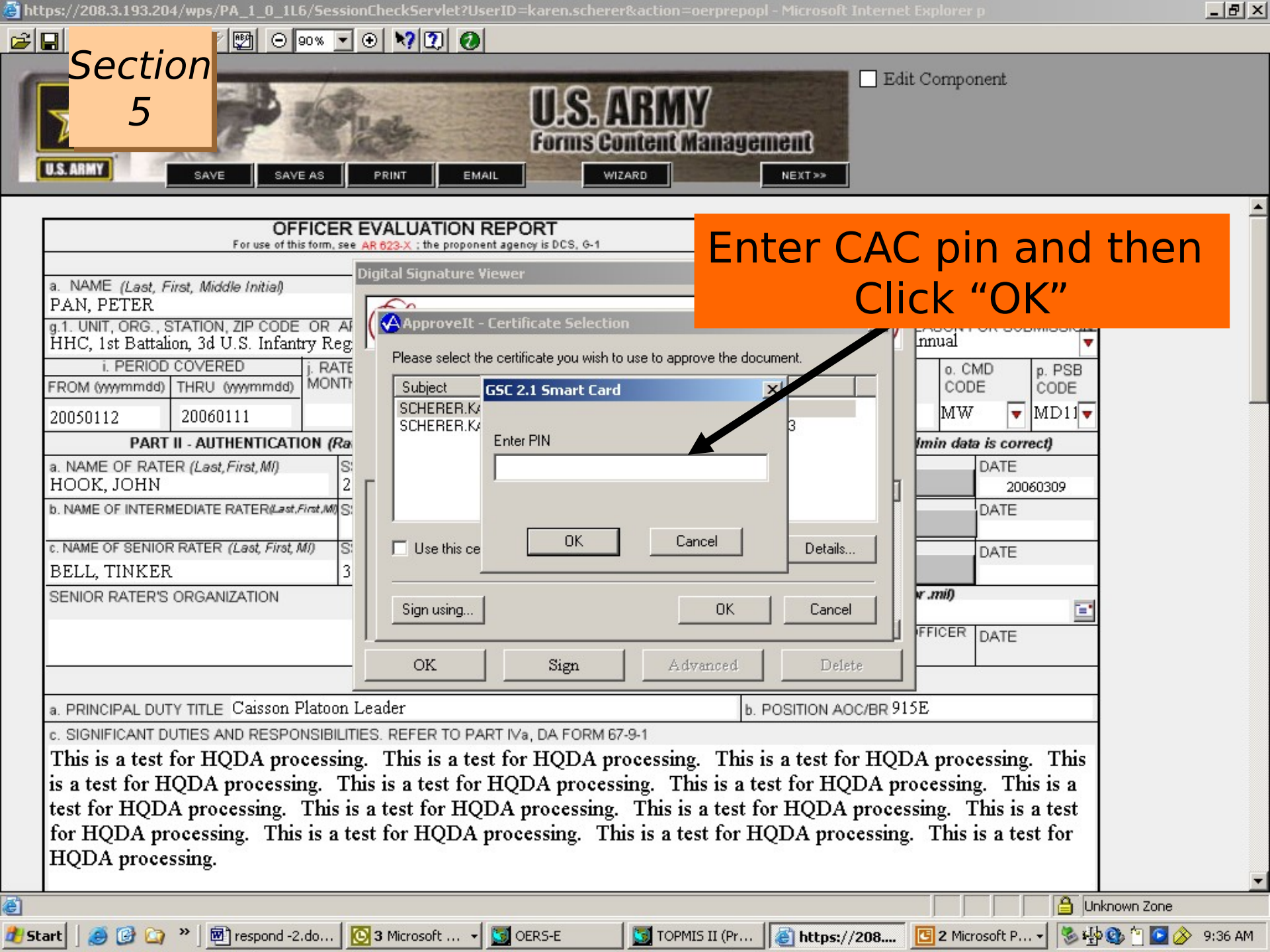
Select “MySignature” and then “Open”

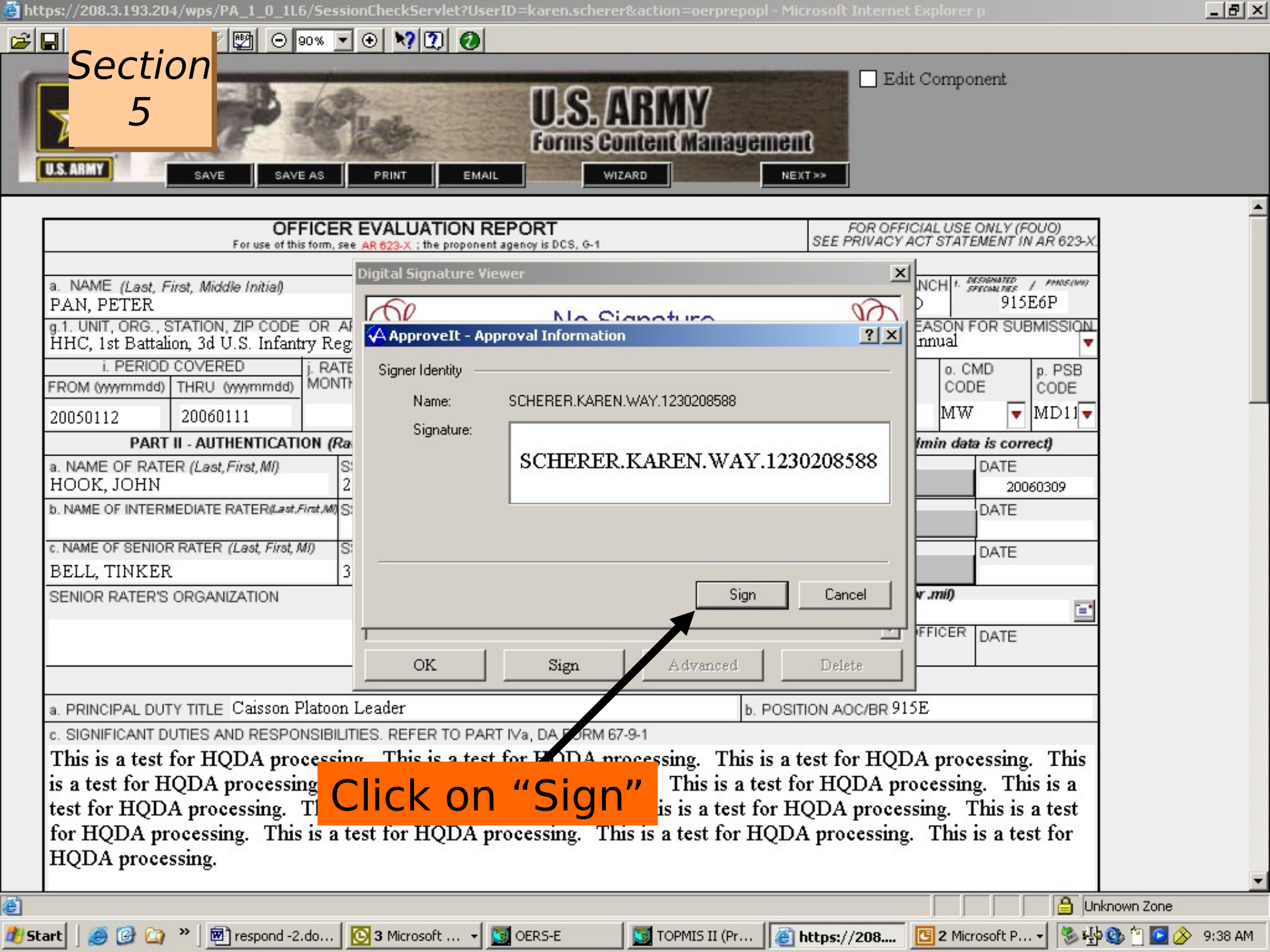
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.

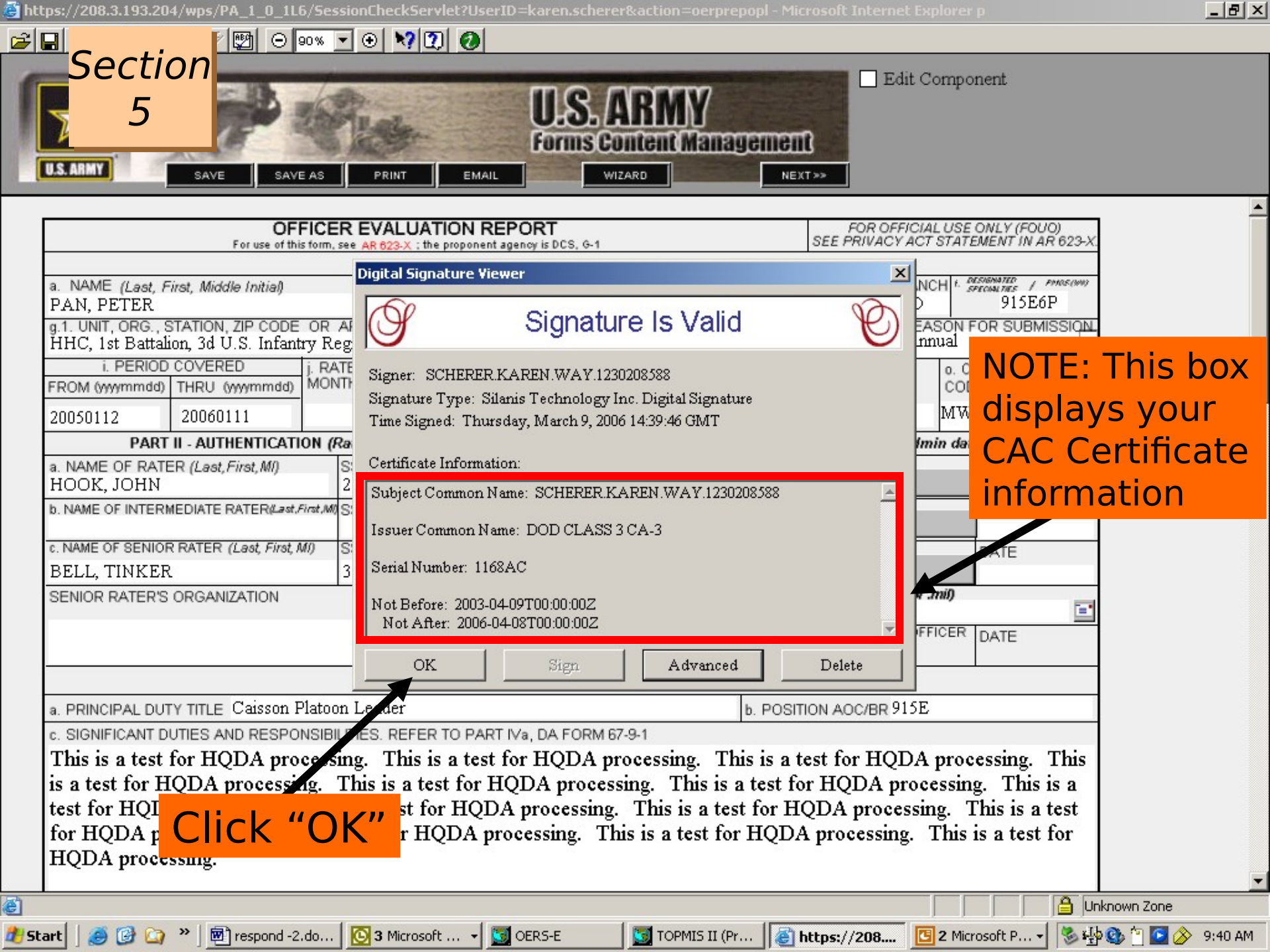

Section 5
U.S. ARMY
Forms Content Management
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
Edit Component
OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1
FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X
a. NAME (Last, First, Middle Initial)
PAN, PETER
g.1. UNIT, ORG., STATION, ZIP CODE OR AI
HHC, 1st Battalion, 3d U.S. Infantry Reg
i. PERIOD COVERED
FROM (yyyymmdd)
THRU (yyyymmdd)
20050112
20060111
915E6P
PART II - AUTHENTICATION
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
b. NAME OF INTERMEDIATE RATER(Last,First,MI)
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
SENIOR RATER'S ORGANIZATION
a. PRINCIPAL DUTY TITLE Caisson Platoon Leader
b. POSITION AOC/BR 915E
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.
Digital Signature Viewer
No Signature
ApproveIt - ePersona Selection
Signer Identity
ePersona:
C:\Program Files\ApproveIt\Capture\MySignatu
Browse...
Password:
Use this ePersona as default
Sign using...
OK
Cancel
OK
Sign
Advanced
Delete
Side Note: If you try and enter your CAC password here, you will get a "incorrect password" notice. You have a few more steps.
Click "Sign using…"
Unknown Zone
Start
respond -2.do...
3 Microsoft ...
OERS-E
TOPMIS II (Pr...
https://208....
2 Microsoft P...
9:34 AM


Section 5
U.S. ARMY
Forms Content Management
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
Edit Component
OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1
FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X
a. NAME (Last, First, Middle Initial)
PAN, PETER
g.1. UNIT, ORG., STATION, ZIP CODE OR AI
HHC, 1st Battalion, 3d U.S. Infantry Reg
i. PERIOD COVERED
FROM (yyyymmdd)
THRU (yyyymmdd)
20050112
20060111
PART II - AUTHENTICATION (Ra
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
b. NAME OF INTERMEDIATE RATER(Last,First,MI)
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
SENIOR RATER'S ORGANIZATION
a. PRINCIPAL DUTY TITLE
b. POSITION AOC/BR 915E
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IV, DA FORM 67-9-1
This is a test for HQDA processing. This is a test for HQDA proces
915E6P
MW
MD11
20060309
Digital Signature Viewer
No Signature
ApproveIt - ePersona Selection
Signer Identity
ePersona:
C:\Program Files\ApproveIt\Capture\MySignatu
Browse...
Password:
Use this ePersona as default
Sign using...
OK
Cancel
ePersona
Certificate/Smart card
Topaz SignatureGem (serial port)
Topaz SignatureGem 4x5 (serial port)
Mouse
Advanced
Delete
Click on Certificate/Smart card"
You may technically be able to use this option; but it is not authorized for OER & NCOER. Electronic evals will be rejected at HQDA if not signed with CAC.
Unknown Zone
Start
respond -2.do...
3 Microsoft ...
OERS-E
TOPMIS II (Pr...
https://208....
2 Microsoft P...
9:35 AM


Section 5
U.S. ARMY
Forms Content Management
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
Edit Component
Select the non-email certificat
Then click "OK"
OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1
Digital Signature Viewer
ApproveIt - Certificate Selection
Please select the certificate you wish to use to approve the document.
Subject
Issuer
SCHERER.KAREN.WAY.12302085... DOD CLASS 3 CA-3
SCHERER.KAREN.WAY.12302085... DOD CLASS 3 EMAIL CA-3
Use this certificate as default
Details...
Sign using...
OK
Cancel
OK
Sign
Advanced
Delete
a. NAME (Last, First, Middle Initial)
PAN, PETER
915E6P
g.1. UNIT, ORG., STATION, ZIP CODE OR AI
HHC, 1st Battalion, 3d U.S. Infantry Reg
REASON FOR SUBMISSION
Annual
i. PERIOD COVERED
FROM (yyyymmdd)
THRU (yyyymmdd)
20050112
20060111
o. CMD CODE
MW
p. PSB CODE
MD11
PART II - AUTHENTICATION
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
DATE
20060309
b. NAME OF INTERMEDIATE RATER
DATE
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
DATE
SENIOR RATER'S ORGANIZATION
DATE
a. PRINCIPAL DUTY TITLE Caisson Platoon Leader
b. POSITION AOC/BR 915E
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.


Section 5
U.S. ARMY
Forms Content Management
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
Edit Component
OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1
Digital Signature Viewer
ApproveIt - Certificate Selection
Please select the certificate you wish to use to approve the document.
Subject
GSC 2.1 Smart Card
Enter PIN
OK
Cancel
Use this ce
Details...
Sign using...
OK
Cancel
OK
Sign
Advanced
Delete
Enter CAC pin and then Click "OK"
a. NAME (Last, First, Middle Initial)
PAN, PETER
g.1. UNIT, ORG., STATION, ZIP CODE OR AI
HHC, 1st Battalion, 3d U.S. Infantry Reg
i. PERIOD COVERED
FROM (yyyymmdd)
THRU (yyyymmdd)
20050112
20060111
PART II - AUTHENTICATION (Ra
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
b. NAME OF INTERMEDIATE RATER(Last,First,MI)
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
SENIOR RATER'S ORGANIZATION
o. CMD CODE
MW
p. PSB CODE
MD11
DATE
20060309
a. PRINCIPAL DUTY TITLE Caisson Platoon Leader
b. POSITION AOC/BR 915E
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.


Section 5
U.S. ARMY
Forms Content Management
Edit Component
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1
FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X
a. NAME (Last, First, Middle Initial)
PAN, PETER
915E6P
g.1. UNIT, ORG., STATION, ZIP CODE OR AI
HHC, 1st Battalion, 3d U.S. Infantry Reg
i. PERIOD COVERED
FROM (yyyymmdd)
THRU (yyyymmdd)
20050112
20060111
o. CMD CODE
MW
p. PSB CODE
MD11
PART II - AUTHENTICATION
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
DATE
20060309
b. NAME OF INTERMEDIATE RATER(Last,First,MI)
DATE
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
DATE
SENIOR RATER'S ORGANIZATION
DATE
a. PRINCIPAL DUTY TITLE Caisson Platoon Leader
b. POSITION AOC/BR 915E
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.
Digital Signature Viewer
No Signature
ApproveIt - Approval Information
Signer Identity
Name: SCHERER.KAREN.WAY.1230208588
Signature:
SCHERER.KAREN.WAY.1230208588
Sign
Cancel
OK
Sign
Advanced
Delete
Click on "Sign"
Start
respond -2.do...
3 Microsoft ...
OERS-E
TOPMIS II (Pr...
https://208....
2 Microsoft P...
Unknown Zone
9:38 AM


Section 5
U.S. ARMY
Forms Content Management
Edit Component
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1
FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X
a. NAME (Last, First, Middle Initial)
PAN, PETER
915E6P
g.1. UNIT, ORG., STATION, ZIP CODE OR AI
HHC, 1st Battalion, 3d U.S. Infantry Reg
i. PERIOD COVERED
FROM (yyyymmdd)
THRU (yyyymmdd)
20050112
20060111
PART II - AUTHENTICATION
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
b. NAME OF INTERMEDIATE RATER(Last,First,MI)
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
SENIOR RATER'S ORGANIZATION
Digital Signature Viewer
Signature Is Valid
Signer: SCHERER.KAREN.WAY.1230208588
Signature Type: Silanis Technology Inc. Digital Signature
Time Signed: Thursday, March 9, 2006 14:39:46 GMT
Certificate Information:
Subject Common Name: SCHERER.KAREN.WAY.1230208588
Issuer Common Name: DOD CLASS 3 CA-3
Serial Number: 1168AC
Not Before: 2003-04-09T00:00:00Z
Not After: 2006-04-08T00:00:00Z
OK
Sign
Advanced
Delete
NOTE: This box displays your CAC Certificate information
a. PRINCIPAL DUTY TITLE Caisson Platoon Leader
b. POSITION AOC/BR 915E
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.
Click "OK"
Start
Unknown Zone
9:40 AM

Section 5

U.S. ARMY Forms Content Management

Edit Component

SAVE | SAVE AS | PRINT | EMAIL | WIZARD | NEXT >>

OFFICER EVALUATION REPORT

For use of this form, see AR 623-X ; the proponent agency is DCS, G-1

FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)	b. SSN	c. RANK	d. DATE OF RANK (YYYYMMDD)	e. BRANCH	f. DESIGNATED SPECIALTIES / PMOS (MM)
PAN, PETER	111-11-1111	CW4	20010501	OD	915E6P

g.1. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND	g.2. STATUS CODE	h. REASON FOR SUBMISSION
HHC, 1st Battalion, 3d U.S. Infantry Regiment (The Old Guard) MDW		02 Annual

i. PERIOD COVERED FROM (YYYYMMDD)	i. PERIOD COVERED THRU (YYYYMMDD)	j. RATED MONTHS	k. NONRATED CODES	l. NO. OF ENCL	m. RATED OFFICER'S AKO EMAIL ADDRESS (.gov or.mil)	n. UIC	o. CMD CODE	p. PSB CODE
20050112	20060111	12			peter.pan@us.army.mil	WW3SAA	MW	MD11

PART II - AUTHENTICATION (Rated officer's signature verifies officer has seen completed OER [illegible] and the admin data is correct)

a. NAME OF RATER (Last, First, MI)	SSN	RANK	POSITION	SIGNATURE	DATE
HOOK, JOHN	222-22-2222	CPT	Company Commander	SCHERER.KAREN.WAY.12302085	20060109
b. NAME OF INTERMEDIATE RATER (Last, First, MI)	SSN	RANK	POSITION	SIGNATURE	DATE
	- -			Click to Approve	
c. NAME OF SENIOR RATER (Last, First, MI)	SSN	RANK	POSITION	SIGNATURE	DATE
BELL, TINKER	333-33-3333	LTC	Battalion Commander	Click to Approve	

SENIOR RATER'S ORGANIZATION	BRANCH	SENIOR RATER TELEPHONE NUMBER	E-MAIL ADDRESS (.gov or .mil)
		( ) -	

d. This is a referred report. Do you wish to make comments? ☐

e. SIGNATURE OF RATED OFFICER | DATE

a. PRINCIPAL DUTY TITLE Caisson Platoon Leader

c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER

This is a test for HQDA processing. This is
is a test for HQDA processing. This is a te
test for HQDA processing. This is a test fo
for HQDA processing. This is a test for HQ
HQDA processing.

When signed successfully, your name and a green check mark are displayed in the signature block. Users can click on your name to view your CAC certificate information.

https://208.3.193.204/wps/PA_1_0_1L6/DownloadFormServlet?field.formid=95%203%20ICM8%20icmnlsdb1 - Microsoft Internet Explorer

Section 5

U.S. ARMY Forms Content Management

Edit Component

SAVE AS | PRINT | EMAIL | WIZARD | NEXT >>

OFFICER EVALUATION REPORT SUPPORT FORM

For use of this form, see AR 623-X; the proponent agency is DCS, G-1.

FOR OFFICIAL USE ONLY (FOUO) SEE PRIVACY ACT STATEMENT IN AR 623-X

PART I RATED OFFICER IDENTIFICATION

NAME OF RATED OFFICER *(Last, First, MI)*	SSN	RANK	DATE OF RANK *(YYYYMMDD)*	BRANCH	DESIGNATED / PMOS (WO) SPECIALTIES
WALDMAN, JOHN H.	111-11-1111	CW2	20060101	AG	42000

UNIT, ORG., STATION ZIP CODE OR APO	STATUS CODE	FROM DATE	UIC	CMD CODE	PSB CODE
USA HRC Alexandria VA 22332 MDW		20060201	WAAAAA	PZ	WH01

PART II - AUTHENTICATION

NAME OF RATER *(Last, First, MI)*	SSN	RANK	POSITION
JAN SWICORD	222-22-2222	GS14	Chief, Eval Systems
NAME OF INTER. RATER *(Last, First, MI)*	SSN	RANK	POSITION
NAME OF SENIOR RATER *(Last, First, MI)*	SSN	RANK	POSITION
GEORGE PICCIRILLI	333-33-3333	GS15	Chief, MSD

PART III - VERIFICATION OF FACE-TO-FACE DISCUSSIO

MANDATORY RATER / RATED OFFICER INITIAL FACE-TO-FACE COUNSELING ON DUTIES, RESPONSIBILITIES AND PERFORMANCE OBJECTIVES FOR THE CURRENT RATING PERIOD TOOK PLACE ON ____ (Date) Rated Soldier Initials ____ Rater Initials ____ Senior Rater Initials (Review) ____

PERIODIC RATER / RATED OFFICER FOLLOW-UP FACE-TO-FACE COUNSELINGS:

Dates ____ Rated Soldier Initials ____ Rater Initials ____ Senior Rater Initials (Review) ____

PART IV - RATED OFFICER *(Complete Part IV and Part V below for this rating period)*

PRINCIPAL DUTY TITLE Military Personnel M

a. STATE YOUR SIGNIFICANT DUTIES AND RES

This is what I do when I do it while I
This is what I do when I do it while I
This is what I do when I do it while I do it.
This is what I do when I do it while I do it.

b. INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES:

o Keep healthy
o Stay warm
o Have fun

The electronic signature will automatically provide the date in the correct location.

Unknown Zone
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Section 5

U.S. ARMY Forms Content Management

Edit Component

SAVE | SAVE AS | PRINT | EMAIL | WIZARD | NEXT >>

OFFICER EVALUATION REPORT SUPPORT FORM

For use of this form, see AR 623-X; the proponent agency is DCS, G-1.

FOR OFFICIAL USE ONLY (FOUO) SEE PRIVACY ACT STATEMENT IN AR 623-X

PART I RATED OFFICER IDENTIFICATION

NAME OF RATED OFFICER (Last, First, MI)	SSN	RANK	DATE OF RANK(YYYYMMDD)	BRANCH	DESIGNATED / PMOS (WO) SPECIALTIES
DUCK, DONALD A.	111-11-1111	LTC	19991214	MI	

UNIT, ORG., STATION ZIP CODE OR APO	STATUS CODE	FROM DATE	UIC	CMD CODE	PSB CODE
USA HRC Reserve Cell Alexandria VA 22332 MDW		20050801	W6ED47	MD12	MP

PART II - AUTHENTICATION

NAME OF RATER (Last, First, MI)	SSN	RA
DUCK, DAISY	222-22-2222	GS
NAME OF INTER. RATER (Last, First, MI)	SSN	RA
	- -	
NAME OF SENIOR RATER (Last, First, MI)	SSN	RA
PLUTO, DAFFY	333-33-3333	GS

PART III - VERIFICATION OF FACE-TO-FACE

MANDATORY RATER / RATED OFFICER INITIAL FACE-TO-FACE COUNSELING ON DUTIES, RESPONSIBILITIE

CURRENT RATING PERIOD TOOK PLACE ON 2006/03/10 (Date) Rated Soldier Initials

PERIODIC RATER / RATED OFFICER FOLLOW-UP FACE-TO-FACE COUNSELINGS:

Dates Rated Soldier Initials

PART IV - RATED OFFICER *(Complete Part I*

PRINCIPAL DUTY TITLE Personnel Management Officer

a. STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES:

This is what I do This is what I do this is what I do. This is what I d what I do.

b. INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES:

-do
-right
-all

After saving to the system, you are returned to the form.
To exit back to the portal, select the X in the upper right hand corner.

We may add some sort of a "close" button here.